



PSP40504 - Certificate IV in Government (Financial Services)

Overview

This specialist qualification covers the competencies required of finance officers in the public sector.

Who Should Apply?

Anyone working in public sector finance who wants to develop the competencies required to effectively perform their roles in government agencies.

What Will I Learn From This Program?

At the completion of this program participants will be able to:

- Explain the government financial framework
- Understand cash and accrual accounting
- Prepare month and year end accrual adjustments including reversals
- Reconcile bank accounts, accounts receivable and fixed assets
- Understand how to account for inventory and fixed assets
- Understand the budgeting process in government
- Uphold and support the legislation and values of the Public Service
- Support strategic direction and communicate with influence
- Support productive working relationships.

Program Structure

Fifteen units are required for this qualification, comprising eight *Required Units* and seven *Electives*.

Part 1 – Required Units

PSPETH401A	Uphold and Support the Values and Principles of Public Service
PSPGOV402B	Deliver and Monitor Service to Clients
PSPGOV408A	Value Diversity
PSPGOV412A	Use Advanced Workplace Communication Strategies
PSPGOV422A	Apply Government Processes
PSPLEGN401A	Encourage Compliance with Legislation in the Public Sector
PSPPOL404A	Support Policy Implementation
PSPFIN401A	Use Public Sector Financial Processes





Part 2 – Elective Units (Choose 7 Electives)

PSPOHS301A	Contribute to Workplace Safety *
BSBADM408A	Prepare Financial Reports
BSBCM408A	Report on Financial Activity
FNBACC24A	Prepare Operational Budgets
FNBACC31A	Prepare Financial Statements
FNBACC32A	Maintain Asset and Inventory Records
FNBFIN66A	Reconcile and Monitor Accounts Receivable
PSPGOV417A	Identify and Treat Risks

* Must be taken as part of the electives.

When you have successfully completed both Parts 1 and 2 you will be awarded the Certificate IV in Government (Financial Services).

More detailed information on each unit is available at www.ntis.gov.au.

Recognition for Prior Learning

You will have the opportunity to apply for Recognition for Prior Learning before the commencement of this course. This service recognises skills and knowledge gained through work, previous study and life experiences that may be relevant to this program. If your application for recognition is successful it could reduce the study time required for completion.

Cost

The cost of this program is \$3,700 per participant, or \$3,500 per participant for Magical Learning Club members and groups of two or more.

To join the Magical Learning Club (membership is free), sign-up online at www.magicallearning.com/club.html or email club@magicallearning.com.

About Magical Learning

Magical Learning is committed to providing excellence in training. We utilise accelerated learning techniques to enhance the effectiveness of our courses.

Our facilitator, Danette Fenton-Menzies, is a government finance expert who wrote the first Diploma of Government (Financial Management) in Australia and has been presenting for the past eleven years. Danette regularly presents on government finance for CPA Australia and Australian Institute of Management.

Further Information

Visit our website for our calendar of events or contact us on (02) 6260 8220 or email learn@magicallearning.com.



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