

Introduction to Bookkeeping and Accounts

Week One £500 plus VAT per place

9 Days £850 plus VAT per place

No charge for members

WHO SHOULD ATTEND

A practical way for those new to accountancy to learn and understand the basics of their work and studies. The participants will learn everything from the basic principles of accounts to the nominal ledger and extended trial balance in small, friendly classes. The learning is consolidated in the second week with a case study – preparing accounts from incomplete records. The full course includes two tests.

CONTENT

Books of prime entry, ledgers and control accounts

- Adjustments – depreciation, bad debts, accruals, prepayments
- Extended trial balance
- Producing simple financial statements
- VAT – basic concepts, VAT return
- Case study – preparing accounts from incomplete records
- Professional ethics

CPD HOURS: 54