



Book Keeping

Course Objectives:

This workshop will provide delegates with a basic understanding of book-keeping and accounting principles, and with plenty of opportunity to practice during the course, delegates will find these new found skills easily transferrable to their day to day work.

Who Should Attend?

Those new to the responsibility of book-keeping or those newly appointed to working within Finance who need to develop their knowledge of basic accounting principles.

Course Content:

The course covers the following topics:

- Profit and Loss Account
- Balance Sheet
- Double Entry
- Recording financial transactions
- Invoices
- Purchase Orders
- Credit Notes
- Prepayments
- Accruals and Depreciation
- Summarising transactions
- Producing the Profit & Loss and Balance Sheet

On successful completion of the course, delegates will receive a Certificate of Attendance.

Duration: 1 day

