

This two day course delivered to you by an accredited Tutor in the comfort of your own home covers the principles of Double entry Book-keeping and how they are used in business.

You will be taught the following subjects so that you may become competent at the foundation level in the following areas:

General knowledge required as a Book-keeper

- ✓ Key financial statements generated by a business
- ✓ Sole trader status
- ✓ Partnership status
- ✓ Limited companies and the law
- ✓ Payroll overview
- ✓ VAT rules and the law
- ✓ Control of working capital
- ✓ Creditors
- ✓ Debtors
- ✓ Stocks
- ✓ Cash flow planner
- ✓ Financial reporting standards
- ✓ Auditors and their role
- ✓ Basic law for sale of goods act and retention of records

Financial Statements

- ✓ Profit and loss
- ✓ Balance sheet
- ✓ Cash flow statement

Terms and Definitions

- ✓ General ledgers
- ✓ Overview of and glossary of book-keeping definitions

Double Entry Book-keeping

- ✓ Cash book
- ✓ Bank reconciliation
- ✓ Double entry book-keeping
- ✓ Creditors and debtors
- ✓ Credit Control / Bad Debt
- ✓ Return of purchases and sales
- ✓ Petty cash
- ✓ Trial balance
- ✓ Trading and profit and loss account
- ✓ Balance sheet