

BOOKKEEPING & ACCOUNTING SKILLS

AVAILABLE FOR OFFLINE & ONLINE

Finance and Accounting Series

OVERVIEW

This course equips employees with essential bookkeeping knowledge and skills, focusing on principles, frameworks, and reporting. Participants will manually practice the processing cycle to build confidence in applying these methods to computerized systems. They will also learn to identify and correct errors, ensuring accuracy in their work.

WHO SHOULD ATTEND?

- ✓ Accounts Clerks & Assistants, Costing Clerks / New Accounting Personnel
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OBJECTIVE

To understand and appreciate the steps performed in the accounting process.

To be more knowledgeable on the important areas in accounting.

Prepare bank and other reconciliations

Comprehend the nature and purpose of financial statements, the ways accounting events are measured, recorded and reported.

Develop skills in understanding and analysing financial statements to evaluate organisational performance.