

EFFECTIVE BOOKKEEPING AND ACCOUNTING SKILLS & TECHNIQUES

AVAILABLE FOR OFFLINE & ONLINE

Finance and Accounting Series

OVERVIEW

This course offers a comprehensive introduction to accounting and bookkeeping, covering essential principles like the accounting equation, accrual concept, and double-entry system. You'll learn to prepare financial statements, including trial balances, profit and loss accounts, balance sheets, and cash flow statements. Key topics also include bank reconciliation, petty cash management, and mechanisms for controlling receipts and payments. Additionally, the course dives into financial and ratio analysis, budgeting, and effective account adjustments during closing. Perfect for mastering the fundamentals and gaining practical skills for financial management!

WHO SHOULD ATTEND?

- ✓ Accounts Clerks, Accounts Assistants, Accounts Supervisors, Office
- ✓ Administrators, Secretaries, Junior Accounts/Finance Executives and Non-Financial Executives

OBJECTIVE

Acquiring practical accounting skills and book keeping techniques for applications in the workplace.

Improving efficiency in bookkeeping and accounting business transactions to ensure timeliness and accuracy.

Understanding the Systematic Procedures & Mechanisms for management and control over Internal Funds.

Improving understanding and ability to interpret, review and analyze financial statements.

Improving interaction within organization through budget preparation and management to help achieve departmental objectives.