



AN INTRODUCTION TO BOOKKEEPING

Introduction

Defining what are financial records within a business. The course is based on traditional principles of bookkeeping, which give a fuller understanding of all accounting systems but can be used stand-alone.

Delivery

The workshop is modular, interactive and can be delivered as a series of short sessions or as a one-day course. Copies of materials, a workbook and follow-up support are included and there is plenty of time allocated for questions.

Support to set up electronic systems based on the knowledge acquired is also available.

Key Areas Covered

Business process cycles

Examining what are the key documents you would expect to see flowing through primary processes of any business:

- Purchases & Sales Systems
- Financial Accounting & Reporting Systems
- Management Planning & Control Systems

Recording information

Setting up and operating a basic manual bookkeeping system to record standard transactions.

Interpreting Documents

Identifying the information needs of different stakeholders and which documents meet their needs.

Legal requirements

Introduction to the regulatory requirements for record keeping.

Location

This course can be delivered at our offices in Chichester or at venues across the UK. It is also available online

Pricing

Individual prices for this course are £75 including all materials and support, further discounts can be arranged for block bookings at a single venue.

Booking

For details of dates for individual bookings or availability and costings for group bookings.

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