

## Basic Book Keeping and Accounts

### WHO SHOULD ATTEND?

This one - day course is suitable for both small business owner/managers and employees of organisations who are new to a Book Keeping or Accounts role.

### WHAT WILL YOU LEARN?

By the end of the course delegates will:

- Be able to organise and implement an effective Accounts System.
- Understand the implications of VAT and Basic Tax.
- Understand the implications of Credit Control.
- How to draw up basic manual Accounts.
- Understand a basic Profit and Loss account and Balance Sheet.

### COURSE CONTENT

- Types of Business
- Suppliers Invoices and Credit Notes
- Customer Invoices and Credit Notes
- Bank Transactions
- Petty Cash
- Setting up an effective Accounting System
- Basic VAT
- Basic Tax
- Basic Credit Control
- Entering and Recording Manual Accounts
- Trial Balance, Profit and Loss and Balance Sheet

### TRAINER

Rebecca Ray is a freelance trainer working with small to medium sized businesses across the South of England providing training on general business matters as well as Accounting Software.

She has a background in many areas of Accountancy.

### COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton  
Duration: 9.15am - 4.30pm

Lunch and course materials provided

### RELATED COURSES

**Finance for Non-Financial Managers**  
**Credit Control and Telephone Debt Recovery**