

Course and Seminar Contents

Keeping Financial Records

Who would this most benefit?

Anyone who is going to set up in business or has set up in the last 12 months, as it is imperative for the survival and growth of the business. 70% of businesses fail in their first year

Seminar Summary

All the information required for new business to keep accurate financial information and how to use this information for controlling cash flow

Course Aim

To give the candidate a good understanding of what financial information needs to be recorded and how to record it, and How to use this information to prepare cash flow forecasts

Seminar Contents

- Different types of business
- Why it is important to keep Financial Information
- Who you need to Inform
- Accounting Jargon simplified
- How to record your Financial information
- Cash flow and its effects on your business
- Break even analysis
- Funding
- Vat registering
- Staff PAYE records
- Tax
- Setting up a business bank account
- Finding an accountant

Duration 3 hours

Mission

We are committed to ensuring that our clients receive a quality service that will benefit each individual business.

Basic Book Keeping

Who would most benefit?

Book keepers, accounts assistants anyone about to commence their professional accountancy exams, AAT ACCA, CIMA, ICAS, ICEW

Course Summary

Double entry book keeping through to the preparation of the Financial Statements

Course Aim

To give the candidate a good understanding of the fundamental principles of accounting

Course Contents

- Double entry
- Extracting a trial balance
- Depreciation
- Accruals prepayments
- Bad and doubtful debts
- Stock Valuation FIFO, LIFO, Average cost
- Reconciling debtors and creditors Control accounts
- Journals for corrections, suspense account
- Financial Statements

Duration: 2 days

Mission

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Credit Control

Who would most benefit?

Sales/receivable ledger clerks, credit controllers, small business owners who sell on credit to their customers

Course Summary

A review of the importance of credit control to the cash flow of an organisation and identifying the procedures need to monitor this control effectively

Course Aim

To give the candidate a good understanding of the importance of their role within the organisation, and the importance of good credit control procedures and debt management to achieve company goals

Course Contents

- The importance of credit control and the impact on the organisation
- The sales cycle
- New customers and credit control procedures
- Document processing
- Building good client relationships
- Effective debt management
- Bad and doubtful debts
- The working capital cycle

Duration: 1 day

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Accounts Payable

Who would most benefit?

Purchase ledger/ Payables clerks credit controllers, small business owners who sell on credit to their customers

Course Summary

To identify the importance of accounts payable and the effect on the working cycle and cash flow

Course Aim

To give the candidate a good understanding the importance of their role with the organisation and the necessary procedures needed to aid the cash flow

Course Contents

- The importance of accounts payable and the effect on the organisation
- Essential checks and controls for purchase invoices
- Processing expense claims and credit card statements
- Vat deductible and non deductible items
- Claiming settlement discounts effectively
- Identifying errors
- Carrying out supplier statement reconciliations
- The Working capital cycle

Duration: 1 day

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Accounting for Non Financial Managers

Who would most benefit?

Managers with decision making responsibilities

Course Summary

An overview of financial information and how to interpret it effectively to aid management decisions

Course Aim

To give the candidate a good understanding of the financial statements and to understand the tools that can be used to interpret them and how to use them effectively

Course Contents

- The purpose of financial information
- Comparison of Management accounts to statutory accounts
- The difference between Profit and loss and cash flow
- Understanding the financial statements
- Analysis techniques used to interpret financial information
- Ratio analysis

Duration : 1 day

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Payroll Manual

Who would most benefit?

Payroll clerks, Payroll supervisors anyone who processes wages

Course Summary

A complete review of running a payroll system

Course Aim

To give the candidate a good understanding of all of the calculations relating to payroll, and how to process them along with ensuring the payments are correctly made to the relevant organisations

Course Contents

- Gross pay
- PAYE
- National insurance
- Sick Pay
- Maternity pay
- Other
- Payments and reclaims from HMRC
- Reconciling wages control accounts
- Year end procedures
- Preparing a P45
- Preparing P60
- Reconciling P35

Duration: 2 days

Mission

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One to One Training

This will be carried out at the clients' premises and will be tailored to suit the needs of the business

The client will also receive reference notes and instructions on the topics covered
The client will also receive telephone support after the training, for minor queries.

Who would benefit?

Credit Control

Any business that sells on credit to their customers but do not have stringent credit control procedures in place

Keeping Financial Records

Anyone who has is about to start up in business or has started up in business in the last twelve months. The training will show them exactly how to keep their financial records, how to prepare cash flow statements, how to identify the number of sales required to achieve the required profit.

Sage Accounts / Quick Books

Anyone who is new to the Sage Accounting or Quick Books packages and needs to improve their knowledge.

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