

Training Course Specification

Course: Financial and Management Accounts

Duration: Two Days

Aims and Objectives of the workshop

Delegates will learn the basics of accounting terminology and methodology. The course will illustrate how accounting practice relates to Computerised Accounting Programmes and will help delegates to understand how to analyse financial accounts, understand and use Profit margins and ensure that profitability is maintained, especially when income and expenditure is fluctuating

WHO SHOULD ATTEND:

People who intend to use computerised accounts and who have no knowledge of book-keeping and accounting.

EXPERIENCE NEEDED:

No prior experience of accounts is expected.

Course Content¹

Accounts Terminology explained e.g.

- Debtors
- Creditors
- Fixed Assets
- Types of company (Ltd, Sole Trader, Partnership etc.)
- Simple methods of book-keeping
- Office systems and how they relate to accounts

Purpose and structure of Trial Balance

Purpose and structure of Profit and Loss account e.g.

- What are direct costs
- What are direct purchases
- What are overheads
- How does the Profit and Loss account relate to the Balance Sheet

Purpose and structure of Balance Sheet

- What are fixed assets
- What is the difference between Depreciation and Capital Allowances
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Understanding Double entry book-keeping

- How does it work?
- Understanding Debits and Credits

Purpose and structure of Control accounts

- What is a control account
- How does it help me to understand my accounts.

¹ You can choose from the list to create your own course

Understanding the terminology

- How to calculate a gross or net profit margin
- Analysis of gross or net profit margin
- Assessing profitability
- Assessing efficiency (KPI's etc)

VAT

- How VAT works
- Relationship to P/L and B/S
- VAT rates

Computerised Accounts

- Nominal Coding structure
- Control accounts
- VAT codes