



Duration: 1 Day
Course Code: SSA02

Course Description:

Accounting is the art of recording, summarising, reporting, and analysing financial transactions. During this course you will be shown the key terms, definitions and the different processes regarding accounting.

Who Should Attend Introduction To Accounts Training?

- This course is aimed at those staff just starting out in finance who want to understand the terms and processes used in accounting.
- It is also relevant to staff returning to the accounts department who want a refresher on the fundamentals of accounting.

Benefits From Attending The Training:

- This course is split between interactive discussion, real world examples and exercises to reinforce the text;
- Followed by a practical session where you will take what you have learned and produce a set of accounts.

Course Contents:

- Basic accounting terminology/glossary
- The nominal ledger and chart of accounts
- Double entry bookkeeping
- What to debit and what to credit
- Producing a trial balance
- The component parts of profit and loss and balance sheet

Related Courses:

- Managing Key Accounts | Duration: 1 Day | Code: SSS05

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

