Finance, Accounting & Tax

Introduction to Bookkeeping

Course Details

Price

£595.00

CPD Points

14.00

Length

2 full days (09.30-16.00)

Course Overview

This two-day course is designed for those new to an accounting role or for those who simply need to refresh their bookkeeping skills. The course is designed to provide delegates with a sound knowledge of bookkeeping, enabling them to return to the office and immediately apply the skills learned.

This course is ideal for all types of business and would be particularly beneficial for those working in small business or charities.

Content

This course will cover the following topics:

- Purpose of Financial Statements
- Users of Financial Statements
- Form of Financial Information
- Fundamental Accounting Concepts

- Capital v Revenue
- Ledger Accounting
- The Trial Balance
- The flow of information into the Final Accounts
- Accruals and Prepayments
- Bad Debts, Fixed Assets and Depreciation
- Bank Reconciliations
- Debtor and creditor control accounts
- Limited Company Accounts
- An overview of the Quick Books accounting software.

Benefits

By attending this course delegates will:

- Be introduced to the purpose and format of financial statements
- Be guided through the process of bookkeeping from the recording of transactions to trial balance
- Be shown how to prepare a simple set of accounts from a trial balance.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course

Course Tutor

Angus Kemp

Angus Kemp is a qualified Chartered Accountant and has been involved in tutoring students in the islands for over 25 years. He came to Guernsey in 1985 after having qualified in Glasgow, and has spent time with Coopers & Lybrand and BDO as well as a spell with ICI. In 1995 he established Offshore Training Consortium in Guernsey, which was subsequently acquired by BPP, and in 2002 he founded his accountancy practice, Kemp & Company Limited. He continues to service his own clients and specialises in audit and assurance services, liquidations and general business advice. Angus's extensive academic credentials include MA in economics and Politics, Postgraduate Certificate in Accountancy, and a Masters degree in Education.