

BUSINESS FINANCE FOUNDATION

OBJECTIVE AND OVERVIEW

To provide basic business financial understanding for a variety of students including school leavers, office staff wanting an understanding of double entry book-keeping and the basics of balance sheet accounting or business people generally.

To provide a thorough and clear understanding of the basic principles of book-keeping relating such to computerised accounting techniques.

BENEFITS

Concise and to the point training in all key aspects of junior finance roles:

- High level of job readiness
- Assistance with job hunting through our associated agency
- Confidence building whilst gaining new skills
- Can be combined with other courses to increase skills base and broaden job prospects.

CONTENT

- The completion of financial documents such as invoices and credit notes
- The recording of cash and credit transactions in books of original entry
- The preparing of a bank reconciliation
- Understanding the petty cash imprest systems and trial balances
- Preparing a trial balance from raw data
- The creation of straightforward Profit & Loss and Balance sheet statements from trial balance and examining the financial meaning of the data in a broader context.

FORMAT

The course is led by a tutor in a conventional classroom environment. There is also a course exam and a variety of practical assignments. Certificates will be issued related to the results of this process.

DATES AND DURATION

The course is held over one complete week Monday to Friday 11:00 to 16:00. Options for MS Office and keyboard training are available in the booking process; all supplements are trained outside the main course hours and generally we allow two months for completion of any supplements.

WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

The student will need a good standard level of education and at an interest in money and working with numbers.

You will need to train to proficient level in MS Excel if you do not already have these skills; this can be booked as an add-on to this course.

This course is suitable for office staff or people from another profession wanting to engage in a junior finance role, school leavers, secretaries looking to gain financial awareness and skills. It is also good for entrepreneurs and staff at small businesses to understand the core principles of financial affairs.