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Book-keeping: Bookkeeper Training Courses

Course 01: Accounting and Bookkeeping Level 2

- Introduction to the course

- Introduction to Bookkeeping

- Bookkeeping systems

- Basics of Bookkeeping

- The functionality of bookkeeping

- On a personal note

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Course 02: Diploma in Quickbooks Bookkeeping

- Getting prepared - access the software and course materials

- Getting started

- Setting up the system

- Nominal ledger

- Customers

- Suppliers

- Sales ledger

- Purchases ledger

- Sundry payments

- Sundry receipts

- Petty cash

- VAT - Value Added Tax

- Bank reconciliation

- Payroll / Wages

- Reports

- Tasks

Course 03: Introduction to Accounting

- Section 01: Accounting Fundamental

- Section 02: Accounting Policies

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Course 04: Level 3 Tax Accounting

- Module 01: Tax System and Administration in the UK

- Module 02: Tax on Individuals

- Module 03: National Insurance

- Module 04: How to Submit a Self-Assessment Tax Return

- Module 05: Fundamentals of Income Tax

- Module 06: Payee, Payroll and Wages

- Module 07: Value Added Tax

- Module 08: Corporation Tax

- Module 09: Double Entry Accounting

- Module 10: Management Accounting and Financial Analysis

- Module 11: Career as a Tax Accountant in the UK

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Course 05: Payroll Management - Diploma

- Sage 50 Payroll for Beginners

- Payroll Basics

- Company Settings

- Legislation Settings

- Pension Scheme Basics

- Pay Elements

- The Processing Date

- Adding Existing Employees

- Adding New Employees

- Payroll Processing Basics

- And Many More...

- Sage 50 Payroll Intermediate Level

- The Outline View and Criteria

- Global Changes

- Timesheets

- Departments and Analysis

- Holiday Schemes

- Recording Holidays

- Absence Reasons

- Statutory Sick Pay

Course 06: Level 3 Xero Training

- Introduction

- Getting Started

- Invoices and Sales

- Bills and Purchases

- Bank Accounts

- Products and Services

- Fixed Assets

- Payroll

- VAT Returns

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Course 07: Microsoft Excel Level 3

- Microsoft Excel 2019 New Features

- Getting Started with Microsoft Office Excel

- Performing Calculations

- Modifying a Worksheet

- Formatting a Worksheet

- Printing Workbooks

- Managing Workbooks

- Working with Functions

- Working with Lists

- Analyzing Data

- Visualizing Data with Charts

- Using PivotTables and PivotCharts

- Working with Multiple Worksheets and Workbooks

- Using Lookup Functions and Formula Auditing

- Sharing and Protecting Workbooks

- Automating Workbook Functionality

- Creating Sparklines and Mapping Data

- Forecasting Data

- Excel Templates

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Course 08: Document Control

- Module 1: Introduction to Document Control

- Module 2: Principles of Document Control and Elements of Document Control Environment

- Module 3: Document Control Lifecycle

- Module 4: Document Control Strategies and Instruments

- Module 5: Document Management

- Module 6: Quality Assurance and Controlling Quality of Documents

- Module 7: Project Document Control

- Module 8: Electronic Document Management Systems and Soft Copy Documentation

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Course 09: GDPR Data Protection Level 5

- Module 01: GDPR Basics

- Module 02: GDPR Explained

- Module 03: Lawful Basis for Preparation

- Module 04: Rights and Breaches

- Module 05: Responsibilities and Obligations

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Course 10: Presenting Financial Information

- Module 01: Presenting Financial Information
- Module 02: The Hierarchy of Performance Indicators
- Module 03: The Principle of Effective Reports
- Module 04: Guidelines for Designing Management Reports
- Module 05: Methods of Presenting Performance Data
- Module 06: The Control Chart: Highlighting the Variation in the Data
- Module 07: The Pareto Chart: Highlighting Priorities
- Module 08: Exercise: The Control Chart
- Module 09: An Example Management Report
- Module 10: Interpreting Performance Data
- Module 11: Supporting Colleagues by Giving Feedback
- Module 12: Data Visualisation Part 01
- Module 13: Data Visualisation Part 02
- Module 14: Data Visualisation Part 03
- Module 15: Data Visualisation Part 04
- Module 16: Final Thoughts on Presenting Financial Information

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Course 11: Data Analysis in Excel Level 3 Course

- Modifying a Worksheet

- Working with Lists

- Analyzing Data

- Visualizing Data with Charts

- Using PivotTables and PivotCharts

- Working with Multiple Worksheets and Workbooks

- Using Lookup Functions and Formula Auditing

- Automating Workbook Functionality

- Creating Sparklines and Mapping Data

- Forecasting Data

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Thank You