

Finance Award

This training programme covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.



Whether you're looking to gain some bookkeeping abilities for work or for your own use, this is a fast-track bookkeeping programme for people with an aptitude for figures, keen to gain essential business finance experience.

The award covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.

Unlike some courses, ours gives you all the time-management benefits of flexibility to suit your work or home life. The award takes 85 hours - you can start anytime and study part or full time, depending on your situation.

- Flexible training which fits around your commitments
- Support on hand from our friendly Course Advisors
- Get the skills in demand by employers

Aims and Objectives

This award will help you gain hands-on experience of key financial processes and how to work common programmes Sage 50 Accounts and Microsoft Excel.

Courses Included

Bookkeeping Transactions and Controls - Part 1

This course will help you learn the processes and procedures involved in manual bookkeeping.

You will cover the double entry system, the basics of VAT, checking invoices for accuracy, day books, general ledger, purchase ledger and sales ledger, prompt payment discount, petty cash books, balancing ledger accounts and many other aspects of manual bookkeeping.

Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

Pre-Requisites

There are no specific pre-requisites required for this award.

Career Path

A great training programme if you're aspiring to work as a bookkeeper or gain a role in the accounts department of a business. With this you could progress towards roles such as Accounts Assistant, Auditor, Sales Ledger Clerk, Purchase Ledger Clerk or push your training further and train to become a qualified



CPD Points 85

(Awarded CPD points upon successful completion).

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level.

You can choose which version of Microsoft Office you'd like to study and, over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

To discuss your current skills and aspirations call now:

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Guideline Learning Time

85 hours flexi study or 3 weeks full-time

(Full-time based on approx 20-30 hours a week)