

Foundation Award in Bookkeeping

This award focuses on two core bookkeeping courses designed to help you learn the workings of a manual bookkeeping system.



First and foremost, this award is designed for beginners to finance and accounting. It's ideal for anyone keen to develop bookkeeping skills for an accounting role; whether within a finance department for a business as a Bookkeeper or Accounts Assistant, or providing your own services to small businesses.

This bookkeeping training would also be very valuable for small business owners who don't have much accountancy experience and want to get a firmer grip on their own finances. This course will help you take the first step into the world of finance. With this training programme you will have the opportunity to gain a Pitman Training certification and a recognised industry accounting qualification.

It's a strong, practical training programme that will help to prove to employers that you have a head for numbers, and ensures you understand the workings and processes involved with manual bookkeeping. It is most suitable for those with no prior bookkeeping or accounting experience as you will start right at the beginning of the learning process for this skill.

The programme is broken down into three modules and is very practical in nature so you're not just sitting and reading the theory. In each module you will work through real-life scenarios which deal with bookkeeping challenges, giving you hands-on practical experience ensuring you really are prepared for situations you may find yourself in when taking up a bookkeeper role.

Aims and Objectives

The practical experience you learn on the course means you are 'job ready' upon completion. It really does provide you with the platform you've been waiting for to get your career in finance off the ground, and put your flair with numbers to good use.

Pre-Requisites

There are no pre-requisites required for this award.

Career Path

This award can lead to a fantastic number of careers in accountancy such as Bookkeeper, Accounts Assistant or Finance Assistant. If you're keen to plot a definitive path for promotion you could work towards roles such as Finance Manager, Assistant Accountant/Accountant,



CPD Points 60

(Awarded CPD points upon successful completion).

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.

Bookkeeping Transactions and Controls - Part 2

The course is perfect for those who would like to work as a Bookkeeper or Accounts Assistant. It's the ideal intermediate bookkeeping course

for those wanting to further develop their bookkeeping skills and want to learn the correct methods and techniques to be able to confidently manage the financial records for businesses or other organisations.

Excel

Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.

To discuss your current skills and aspirations call now:

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Guideline Learning Time

82 hours flexi study or 3 weeks full-time
(Full-time based on approx 20-30 hours a week)