MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

CERTIFIED ACCOUNTS ASSISTANT TRAINING

"Build a Solid Foundation in Accounting, Finance, and Bookkeeping to Excel in Your Career."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

The role of an Accounts Assistant is crucial in ensuring accurate financial records, supporting accounting operations, and maintaining compliance with organizational policies. As businesses grow, they require skilled accounting personnel who can handle bookkeeping, reconciliations, financial reporting, and assist in audits with confidence and precision.

The Certified Accounts Assistant Training program is designed to provide participants with practical accounting knowledge, technical skills, and real-world applications of financial processes. Through hands-on learning and exercises, participants will master accounting fundamentals, software usage, and professional practices necessary for success in an accounting support role.

Objectives

By the end of this course, participants will be able to:

- Understand the key principles of accounting and bookkeeping.
- Record, classify, and summarize financial transactions accurately.
- Prepare and interpret basic financial statements.
- Handle accounts payable and receivable processes effectively.
- Perform bank reconciliations and manage cash transactions.
- Use accounting software to maintain and report financial data.
- Support month-end and year-end closing procedures.
- Ensure compliance with accounting standards and company policies.

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Why Attend

This course provides the essential accounting foundation needed to enter or grow in the finance profession. Whether you're a beginner or currently assisting in accounting tasks, this program enhances your accuracy, understanding, and professional competence. It combines theory with practice, preparing you for both office-based and computerized accounting environments.

Target Audience

This training is ideal for:

- Junior or aspiring accountants
- Accounts assistants and clerks
- Bookkeepers and finance support staff
- Office administrators handling accounting tasks
- Students or graduates in business or finance
- Professionals seeking to refresh or formalize their accounting knowledge

Individual Benefits

- Gain practical accounting and bookkeeping experience.
- Learn to use accounting software for daily financial tasks.
- Understand the accounting cycle from journal entry to financial report.
- Improve accuracy and efficiency in financial documentation.
- Increase employability and readiness for accounting roles.
- Build confidence in supporting financial and audit processes.

Organizational Benefits

- Better accuracy and reliability in financial records.
- Enhanced efficiency in accounts payable/receivable management.
- Improved support for finance and audit departments.
- Reduced errors through trained and knowledgeable staff.
- Stronger compliance with accounting procedures and standards.
- Development of in-house accounting talent.

Instructional Methodology

This program employs a practical, hands-on learning approach including:

- Interactive lectures and guided exercises
- Real-life accounting case studies and simulations
- Practical assignments and bookkeeping projects
- Accounting software demonstrations
- Continuous feedback and assessments

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Course Outline

Module 1: Introduction to Accounting Principles and Concepts

Module 2: The Accounting Cycle – From Journal to Trial Balance

Module 3: Accounts Payable and Receivable Management

Module 4: Cash Book and Bank Reconciliation Techniques

Module 5: Petty Cash and Expense Management

Module 6: Preparation of Financial Statements

Module 7: Payroll and Basic Taxation Principles

Module 8: Introduction to Accounting Software (QuickBooks/Xero/Tally)

Module 9: Internal Controls and Audit Support Functions

Module 10: Capstone Project – Simulated Accounting Case Study

Certification

Upon successful completion, participants will receive a Certificate as a Certified Accounts Assistant, recognizing their ability to manage accounting processes, maintain accurate financial records, and support professional finance operations within an organization.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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