

FULL SET OF ACCOUNTS & GST FACTOR

“Master Complete Accounting Records and Navigate GST Compliance with Confidence.”

Schedule

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

► **Available delivery methods:** In-House Training

Introduction

Maintaining a full set of accounts is critical for accurate financial reporting, regulatory compliance, and informed business decisions. Coupled with Goods and Services Tax (GST) compliance, businesses can ensure transparency, reduce penalties, and streamline accounting processes.

This course provides participants with practical knowledge of accounting practices, financial statements preparation, and GST regulations. Through hands-on exercises and real-world case studies, participants will learn to manage complete accounts efficiently while ensuring GST compliance.

Objectives

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

- Understand the structure and maintenance of a full set of accounts.
- Prepare and analyze financial statements – balance sheet, income statement, and cash flow.
- Record transactions accurately in compliance with accounting standards.
- Apply GST principles to accounting entries and invoicing.
- Reconcile accounts and ensure accurate tax reporting.
- Implement best practices for accounting controls and documentation.
- Use accounting software effectively for managing full accounts and GST compliance.

Why Attend

Inaccurate accounting and GST non-compliance can lead to financial penalties, operational inefficiencies, and legal issues. This training equips professionals with practical skills to manage full accounts accurately, stay GST-compliant, and support strategic decision-making.

Target Audience

This course is suitable for:

- Accountants and finance professionals
- Accounts assistants and bookkeepers
- Auditors and compliance officers
- Small and medium business owners
- Professionals responsible for accounting, reporting, or taxation

Individual Benefits

- Gain practical skills in maintaining a full set of accounts.
- Understand GST application in daily accounting operations.
- Improve accuracy in financial reporting and compliance.
- Enhance problem-solving and analytical skills in accounting.
- Increase professional value and employability in finance and accounting roles.

Organizational Benefits

- Ensure accurate and complete financial records.
- Achieve compliance with GST regulations and reduce penalties.
- Improve internal control and reporting processes.
- Streamline accounting operations and reduce errors.
- Support management in strategic financial decisions.

Instructional Methodology

- Instructor-led interactive sessions
- Hands-on accounting exercises and GST applications
- Real-world case studies and problem-solving exercises
- Step-by-step tutorials for full accounts management
- Continuous feedback, Q&A sessions, and applied exercises

Course Outline

- Module 1: Introduction to Full Set of Accounts and Accounting Principles
- Module 2: Recording Transactions – Journals, Ledgers, and Trial Balance
- Module 3: Preparing Financial Statements – Balance Sheet, Income Statement, Cash Flow
- Module 4: GST Fundamentals and Compliance Requirements
- Module 5: GST Accounting Entries and Invoicing
- Module 6: Reconciliation of Accounts and GST Returns
- Module 7: Internal Controls and Best Practices in Accounting
- Module 8: Using Accounting Software for Full Accounts & GST Management
- Module 9: Case Studies – Practical Scenarios of Full Accounts and GST Compliance
- Module 10: Capstone Exercise – Maintaining Full Accounts and GST Compliance for a Business

Certification

Upon successful completion, participants will receive a Certificate in Full Set of Accounts & GST Factor, demonstrating their ability to manage complete accounting records, prepare financial statements, and ensure GST compliance effectively.

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?

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