

THE EFFECTIVE ACCOUNTS ASSISTANT TRAINING

“Equip Yourself with Practical Skills to Support Accurate Accounting and Smooth Financial Operations.”

Schedule

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

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

Introduction

Accounts assistants play a critical role in ensuring accurate financial records and supporting smooth accounting operations. This course is designed to develop the practical skills and knowledge needed to perform daily accounting tasks efficiently and contribute effectively to the finance function.

Through hands-on exercises, real-world scenarios, and interactive workshops, participants will learn to process transactions, maintain ledgers, reconcile accounts, and assist in financial reporting.

Objectives

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

- Understand the fundamental principles of accounting and bookkeeping.
- Process invoices, receipts, and payments accurately.
- Maintain ledgers and journals systematically.
- Perform account reconciliations and identify discrepancies.
- Assist in the preparation of financial statements and reports.
- Implement basic internal controls and compliance measures.
- Communicate effectively with colleagues, supervisors, and stakeholders.

Why Attend

An accounts assistant is the backbone of smooth financial operations. This course enhances accuracy, efficiency, and confidence, enabling participants to support the accounting team effectively and grow professionally.

Target Audience

This course is suitable for:

- Junior accounts staff and clerks
- Accounts assistants and finance support personnel
- Bookkeepers and data entry staff in accounting departments
- Anyone seeking to start or enhance a career in accounting

Individual Benefits

- Gain practical skills in day-to-day accounting operations.
- Improve accuracy and reliability in processing financial transactions.
- Develop confidence in supporting accounting and finance teams.
- Learn to handle accounting software and tools effectively.
- Enhance employability and career progression in finance.

Organizational Benefits

- Ensure accuracy and timeliness in accounting operations.
- Reduce errors and discrepancies in financial records.
- Support smooth and efficient accounting processes.
- Enhance internal control and compliance practices.
- Build a competent support team for finance and accounting functions.

Instructional Methodology

- Instructor-led interactive sessions
- Practical exercises and real-world accounting tasks
- Hands-on workshops with ledgers, invoices, and reconciliations
- Group discussions and problem-solving exercises
- Continuous feedback, Q&A, and applied learning sessions

Course Outline

- Module 1: Introduction to Accounting and Bookkeeping Basics
- Module 2: Processing Invoices, Payments, and Receipts
- Module 3: Maintaining Ledgers and Journals
- Module 4: Account Reconciliations and Error Detection
- Module 5: Supporting Financial Statement Preparation
- Module 6: Internal Controls and Compliance Basics
- Module 7: Use of Accounting Software and Tools
- Module 8: Communication and Reporting in Accounting
- Module 9: Practical Exercises – Day-to-Day Accounts Management
- Module 10: Capstone Exercise – Efficiently Managing Accounts Assistant Tasks

Certification

Upon successful completion, participants will receive a Certificate in Effective Accounts Assistance, validating their ability to support accounting operations accurately, efficiently, and professionally.

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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