XCELERATE TRAINING INSTITUTE

your learning & development partner

ACCOUNTING & FINANCE

Accounting Assistant Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 ???? 2027	Live online	Online (live)	€1?200
26 – 30 ????? 2027	Amman	Classroom	€5?500
27 ?????? – 1 ?????? 2027	Live online	Online (live)	€1?200

Register or ask a question

Online: staging.x8ti.com/course/accounting-assistant-training-course/

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Accounting Assistant Training Course

Introduction

The role of an Accounting Assistant is rapidly evolving due to advancements in technology. Traditional bookkeeping has shifted towards digital accounting, allowing accounting assistants to work virtually from anywhere and access global clients. This evolution has transformed accountants into business advisors who focus on strategy rather than just number-crunching.

Learning Objectives

By the end of the Accounting Assistant Training Course, participants will:

- Develop an understanding of basic accounting concepts and principles under the Double-entry system.
- Comprehend the significance of accounting.
- Apply qualitative characteristics to prepare financial statements.
- Use the rules of Debit and Credit under traditional and accounting equation approaches.
- Practice recording financial transactions and reporting them in financial statements.

Training Methodology

This course includes:

- Classroom sessions with presentations by experienced trainers
- Group discussions
- Problem-solving exercises
- Group activities and projects
- Sharing experiences and best practices from participants' organizations Xcelerate Training Institute follows the ‘Do–Review–Learn–Apply’ model for effective learning.

Benefits for Your Organisation

Organizations will benefit from:

- Increased awareness of business finance principles and practices.
- Improved collaboration and communication with finance and commercial functions.
- Faster month-end and year-end account closures, reducing costs.
- Effective use of the latest technologies for smooth transaction processing.

Benefits for You

Participants will gain:

- Enhanced communication and connection with finance and commercial colleagues.
- Better understanding of business and accounting cycles for smooth transaction processing.
- Skills to quickly close monthly and year-end accounts.
- Ability to prepare and present financial statements with ease.

- Use of advanced technologies to reduce costs and time for the organization.

Who Should Attend

This course is suitable for:

- Accounting assistants, administrative assistants, junior accountants, accounting trainees, accounts clerks, administrative secretaries working with accounts, and support staff. No prior accounting experience is required.

Course Outline

Theoretical Framework

- Meaning and Scope of Accounting
- Accounting Concepts, Principles, and Conventions
- Accounting Terminology – Glossary
- Capital and Revenue Expenditure, Capital and Revenue Receipts, Contingent Assets and Liabilities
- Accounting Policies

Basic Accounting Process

- Double Entry System
- Advantages of Double Entry System
- Rules of Debit and Credit
- Accounting Equation Approach
- Traditional Approach
- Modern Classification of Accounts
- Recording Transactions in Journal

Recording Transactions in Subsidiary Books

- Distinction Between Subsidiary and Principal Books
- Purchases Book
- Sales Book
- Sales Returns Book or Returns Inward Book
- Purchase Returns or Returns Outward Book
- Cash Books
- Importance of Journal

Ledgers

- Introduction to Ledger
- Specimen of Ledger Accounts Posting
- Balancing an Account

Closing the Accounts

- Bank Reconciliation Statement
- Recording Depreciation for Fixed Assets
- Valuing Inventories

- Recording Outstanding Expenses
- Recording Provision for Doubtful Debts

Preparation of Trial Balance

- Objectives of Preparing Trial Balance
- Limitations of Trial Balance
- Methods of Preparation of Trial Balance
- Adjusted Trial Balance (Through Suspense Account)
- Rules of Preparing Trial Balance

Preparation of Financial Statements

- Five Elements of Financial Statements (Equity, Income, Expense, Assets, Liabilities)
- Objective of Financial Statements
- Primary Financial Statements
- Statement of Financial Position or Balance Sheet
- Statement of Profit or Loss
- Statement of Cash Flows
- Statement of Changes in Equity
- Notes to Financial Statements

Accounting in Digital Environment

- Salient Features of Digital Accounting
- Codification and Grouping of Accounts
- Maintaining the Hierarchy of Ledgers
- Accounting Software
- Enterprise Resource Planning (ERP) Using Accounting Software

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Registration Form

Accounting Assistant Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
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Email this form
info@x8ti.com

Register online
Open the course page