

Introduction to Becoming an Accounting Assistant

Ofsted Outstanding Provider

Course Level: Level 1

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

Step into the world of accounting and finance with this introductory accounts course. Whether you're just starting out or want to boost your confidence, this short course will give you a strong foundation in the key skills and knowledge needed for an entry-level role in finance. You'll explore essential topics such as basic accounting principles, managing financial records, using industry-standard software, processing invoices, and understanding the responsibilities of an accounting assistant.

What's Covered:

Are you interested in pursuing a career in accounting or finance? This 20-hour introductory course is designed for individuals who want to learn the basic skills and knowledge required to become an accounting assistant. Whether you are just starting out or looking to build your confidence in the field, this course provides a solid foundation for your career in accounting.

Throughout the course, you'll gain an understanding of key accounting principles, how to manage financial records, and how to use common tools and software that are essential in the role of an accounting assistant.

The course will cover the fundamental areas required to start a career as an accounting assistant:

- **Introduction to Accounting:**
  Basic principles of accounting, including double-entry bookkeeping and understanding financial statements.
- **Managing Financial Records:**
  How to keep track of income and expenses, create basic financial reports, and understand the importance of accuracy.
- **Using Accounting Software:**
  Introduction to common accounting software and tools used in the industry.
- **Handling Invoices and Payments:**
  How to process invoices, track payments, and manage receipts.
- **The Role of an Accounting Assistant:**
  An overview of the tasks and responsibilities in an accounting assistant role and how to work with other finance professionals.
- **Basic Bookkeeping Skills:**
  Understanding ledgers, journals, and trial balances.

You will learn through a mix of practical exercises, examples, and real-world scenarios that will help you gain the skills needed to begin working in this field.

With hands-on activities and real-life examples, you'll build practical skills you can apply straight away. This course is ideal for anyone looking to begin a career in finance, change direction, or simply understand more about how accounting works in the workplace.

Entry Requirements:

This course is suitable for anyone who:

- Has a basic understanding of maths and numeracy

- Wants to start a career in accounting or improve their current skills
- Has an interest in learning about financial record-keeping and basic accounting functions

No prior accounting experience is necessary, but a willingness to learn and engage with the material is essential.

Assessment Information:

There are no formal exams in this course. Instead, you will be assessed through practical exercises, discussions, and your engagement with the course material. Your tutor will provide regular feedback to help you track your progress through an individual learning plan and ensure you're on the right path.

Fees and Financial Support:

This course is FREE to adults aged 19+ who have been a UK/EU Resident for 3 years or more.

Progression:

After completing this introductory course, you can:

- Progress to a Level 1 AAT or Level 2 AAT accounting qualification
- Explore entry-level accounting assistant roles.
- Build on your maths skills by gaining a functional skills qualification to support your career progression.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their learning.

How do I find out more?

For more information, contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.