



Accountancy

courses

For further information please contact
HCUK Training on **0300 330 2010** or email
enquiries@hcuktraining.co.uk



Whether you aspire to work in a finance role or as an employer you're looking to help your employees to develop their accounting skills, our courses will equip you with the skills and expertise to succeed.

Starting from September 2016, Goole College working in partnership with HCUK Training are offering a new range of accountancy and bookkeeping qualifications for employees and employers alike.

We would be pleased to discuss your needs.

Association of Accountancy Technicians (AAT) Level 2 Certificate in Accounting

The Level 2 Certificate is the introductory level of the internationally recognised AAT Accounting qualification and ideal for those wishing to pursue a career in Accountancy.

The course covers areas such as double entry book keeping, basic costing principles and computerised accounts.

What you'll learn:

Processing Book Keeping Transactions

- Principles of Recording
- Processing Financial Transactions (Double Entry Bookkeeping)
- Preparing & Recording Financial Documentation
- Process Invoices, Credit Notes & payments
- Maintain Cash & Petty Cash books
- Extract a Trial balance

Control Accounts, Journals & Banking System

- Use Control Accounts & Journals
- Banking Procedures & Reconciliation

Work Effectively in Accounts & Finance

- Communication Skills
- Work independently or in teams
- Ethics & Sustainability

Basic Costing

- Basic principles of Costing
- Basic Cost & Revenue Information
- Spread sheets – Actual/Budget figures

Computerised Accounting

- Computerised Accounting

Level 2 Certificate in Accounting: 35 weeks -
£1145 overall (£940 tuition fees + £205 exam/cert fee)

Bookkeeping

If you are currently in a finance role and want to develop your skills or you are looking to make the most of a career break, or want to understand and develop your small business accounts, our shorter bookkeeping and computerised accounting courses are the perfect choice.

We offer four qualifications over two levels. Our bookkeeping courses cover the manual recording of financial systems using single entry and double entry bookkeeping. Our computerised accounting courses cover the use of accounting software. If you want to gain key finance skills to propel your career forward, these courses are for you.

Whether you want to improve your work prospects or are a small business owner and want to do your own books, our Introductory Award in Bookkeeping will equip you with the skills you need. There's no need for any prior accounting knowledge, this course will give you a solid background in single entry bookkeeping.

These are available in:

Award in Book keeping 2 days - £200

Certificate in Book keeping 3 days -
£300

Computerised Accounting

If you are experienced in manual bookkeeping and want to take your skills into the 21st century, our Introductory Award in Computerised Accounting is the course for you. It's the perfect starting point for people who want to improve their job prospects by gaining knowledge of how to carry out various finance and administration duties using computerised accounting packages, or for those who simply want to freshen up and gain recognition for their skills.

This is available in:

Level 1 Award in computerised accounting
1 day - £150

Level 2 Award in computerised accounting
2 days - £300

Level 2 Award in Accounting Skills to Run Your Business

As a business owner you'll need to understand, interpret and communicate key financial information, so you can effectively review your business's performance. Our Introductory Award in Accounting Skills to Run Your Business is a short course which ensures you are equipped with all the knowledge you need to do just that, covering areas such as how to communicate financial information to accountants.

What you'll learn:

- Budgeting for the small business
- Managing cash flow, keeping your business healthy
- Understanding financial documents
- Sole traders, partnerships and limited companies - notification and essential principles

This is available in:

Level 1 Award in Accounting (AAT Access)
2 days - £200

Level 2 Award in Accounting Skills to Run Your Business 4 days - £300