

Bookkeeping - Level 1 Award

This course provides you with an introduction to manual bookkeeping, allowing you to move on to further study in either accountancy or bookkeeping or to progress to a new position in your current job and industry.

You will develop an understanding of the role of the bookkeeper, including the need for confidentiality and accuracy in their work, and theory such as how to identify assets, liabilities, income and expenses.

The course will show you how to identify profit and loss, and the differences between trading for cash and trading on credit. You will also develop the skills to process customer and supplier transactions, enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation.

WHAT WILL I STUDY?

Topics covered can include:

- Understanding the role of the bookkeeper
- Understanding financial transactions
- Processing customer and supplier transactions
- Processing receipts and payments

WHAT WILL I NEED?

You will need:

- Functional Skills Level 1 or above in English (both reading and writing) and Maths

In addition, you may be required to pass an initial assessment test to ensure your skills are at the necessary level to cope with the course.

HOW WILL I BE ASSESSED?

The qualification is assessed in one end-of-qualification assessment.

WHAT WILL IT COST?

Start Date: 9 September 2024

Duration: 13 Weeks

Attendance: Full Time

Center: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/15074/>

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

Upon successful completion of this course, learners who possess level 1 qualifications in both English and Mathematics will be eligible to apply for the AAT Level 2 Certificate in Accounting qualification. The skills acquired throughout this qualification open doors to employment opportunities in various sectors, offering junior or supporting administrative roles in companies. Some potential job roles include:

- Trainee Bookkeeper: Develop the necessary expertise to assist with bookkeeping tasks and contribute to financial record-keeping processes
- Accounts Administrator: Take on administrative responsibilities related to accounts, assisting in tasks such as data entry, reconciliations, and supporting financial transactions
- Billing/Payments Administrator/Coordinator: Play a key role in billing and payments operations, ensuring accuracy and efficiency in processing invoices and coordinating payment activities
- Accounts Junior: Support the accounting team with basic financial tasks, including data input, financial reporting, and assisting in the preparation of financial statements

By acquiring these skills and qualifications, learners position themselves for entry-level positions that provide a solid foundation for further growth and development in the accounting and finance field.

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