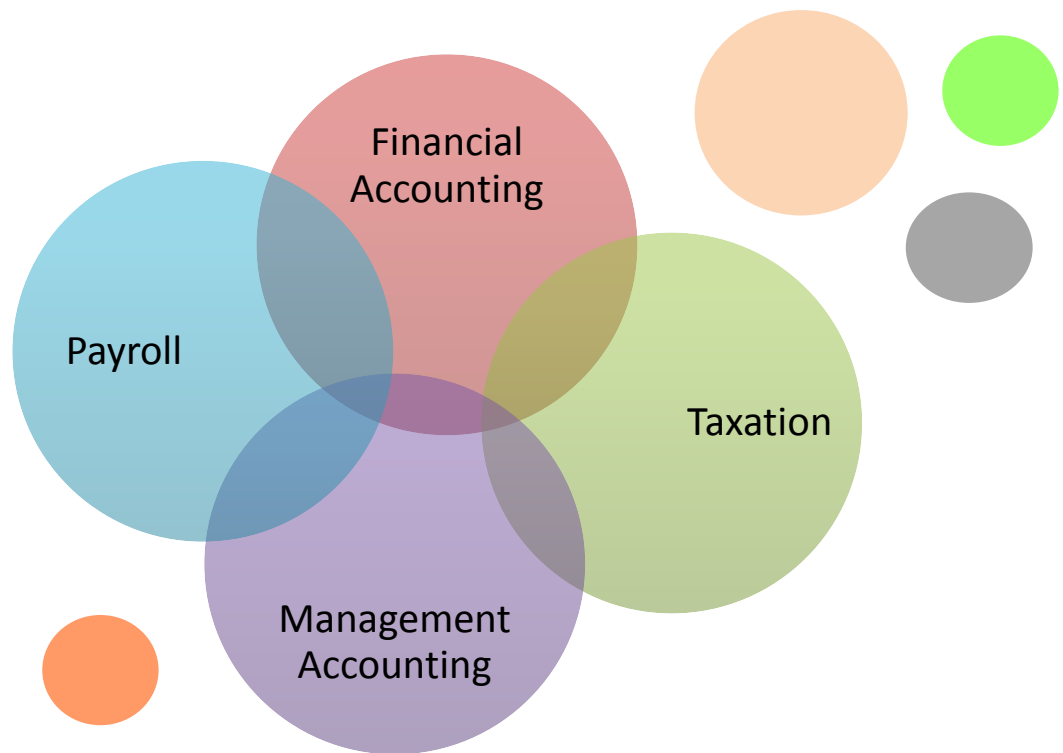


PRACTICAL TRAINING



ABOUT US

We are Dublin based firm of certified accountants and registered auditors. We are well-equipped in providing bookkeeping services, statutory audit, payroll, tax returns and company formation services to small and medium sized businesses including sole traders, companies and individuals.

Our practical training in accountancy and payroll address the practical needs of part and full qualified students, fresh graduates, accountants who want to switch the sectors and trainee accountants. Training is very useful and its totally different from class room based traditional classes. You will be trained on real company data including invoices, stock, bank statements, vouchers and other documents. You will be provided with full company file and Sage software and will be guided through to prepare Financial statements (Trial Balance, Profit & loss a/c and Balance Sheet).

We are accountants firm and know how to train candidates effectively, to transform individuals into productive team members. Highly recommend this training for you as you are qualified accountant and want to get back to work after the completion of this training.

The trainings are not theoretical so students must have prior accounting knowledge. The course is practical intensive and there is very small theory involve to explain the the procedures involve in the practice.

FINANCIAL ACCOUNTING

Duration: 5 Working Days / 2 Full Weekends

We transform accountancy theory into practical skills to help accountancy students and trainees to develop practical accounting skills and enhance their chances of getting job or to cope with the challenges facing in the job.

WHO SHOULD ATTEND

- Accountancy Student - Part or Full Qualified
- Trainee Accountant
- Fresh graduates/Jobseekers
- Switching Sector
- Want to Startup business in Accountancy
- Want to manage your own accounts
- Firm hiring fresh trainees

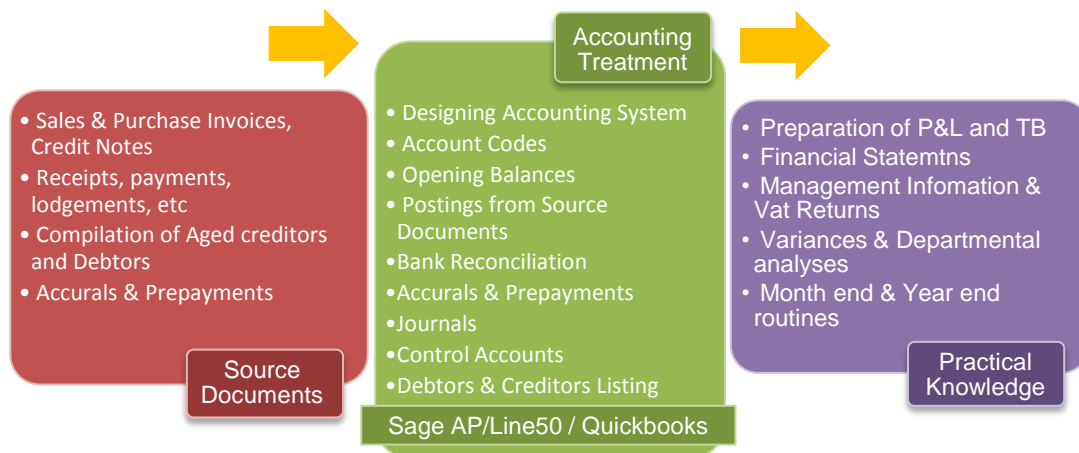
This course is not theoretical so students must have prior accounting knowledge. Students will be trained to prepare company and sole trader accounts from source documents, i.e. Preparation of trial balance, Profit & loss account and balance sheet.

Course Contents

- Sage Line 50 (Industry) & Sage Accounts Production (Practice)
- Setting up accounting system for a company/sole trader
- Preparation of opening trial balance
- Posting of purchase and sales invoices, credit notes
- Debtors and Creditors reconciliations
- Bank reconciliations
- Maintenance of petty cash
- Posting of accruals and prepayments
- Preparation of Abridged accounts for filing with Companies Registration Office (CRO)

Book A COURSE
Log on to www.accountsadvice.com

Have A QUESTION?
Log on to www.accountsadvice.com
or email us: info@accountsadvice.com
or call us: 0858588470



MANAGEMENT ACCOUNTING

Duration: 5 Working Days / 2 Weekends

We transform accountancy theory into practical skills to help accountancy students and trainees to develop practical accounting skills and enhance their chances of getting a job.

WHO SHOULD ATTEND

- Accountancy Student - Part or Full Qualified
- Trainee Accountant
- Fresh graduates/Jobseekers
- Switching Sector
- Want to Startup business in Accountancy
- Want to manage your own accounts
- Firm hiring fresh trainees

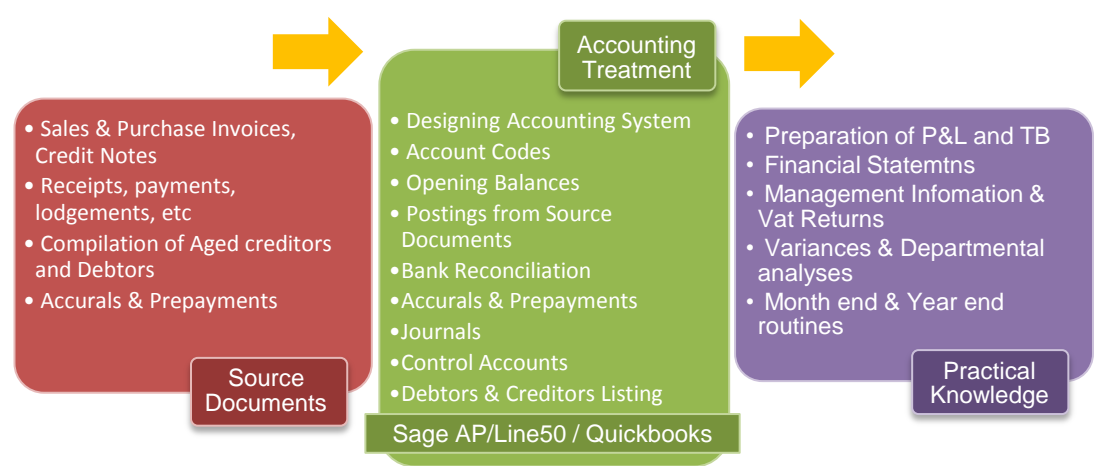
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TAXATION

Duration: 5 Working Days / 2 Weekends

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- Want to manage your own accounts
- Firm hiring fresh trainees

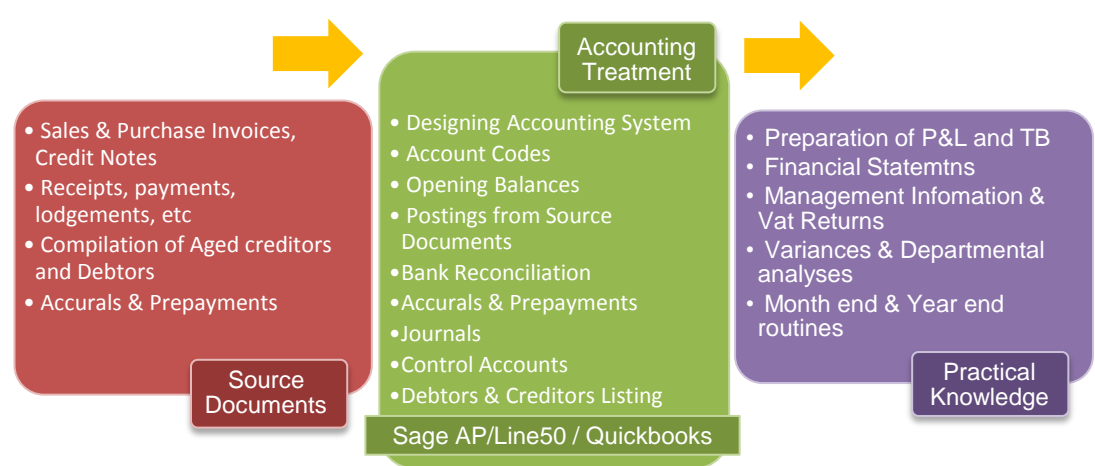
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PAYROLL

Duration: 5 Working Days / 2 Weekends

We transform accountancy theory into practical skills to help accountancy students and trainees to develop practical accounting skills and enhance their chances of getting a job.

WHO SHOULD ATTEND

- Accountancy Student - Part or Full Qualified
- Trainee Accountant
- Fresh graduates/Jobseekers
- Switching Sector
- Want to Startup business in Accountancy
- Want to manage your own accounts
- Firm hiring fresh trainees

This course is not theoretical so students must have prior accounting knowledge. Students will be trained to prepare company and sole trader accounts from source documents, i.e. Preparation of trial balance, Profit & loss account and balance sheet.

Course Contents

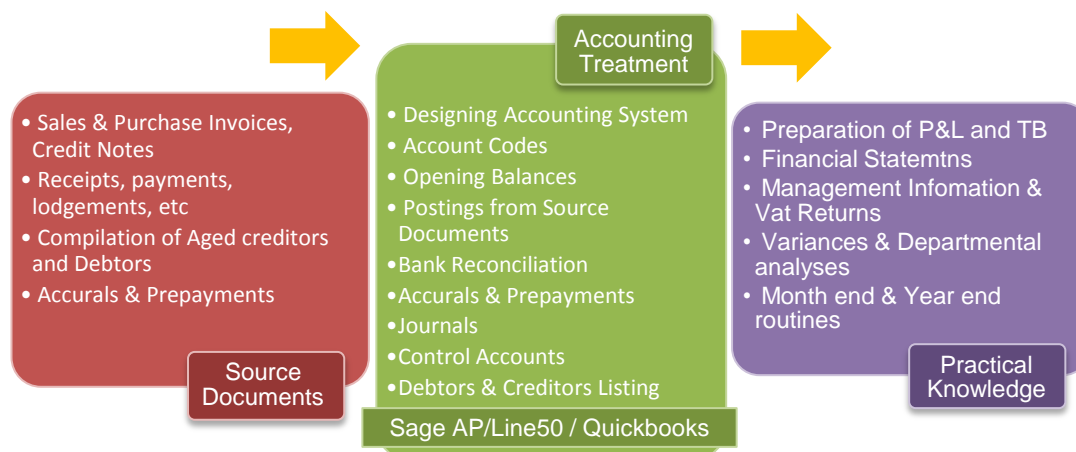
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AUDIT

Duration: 5 Working Days / 2 Weekends

We transform accountancy theory into practical skills to help accountancy students and trainees to develop practical accounting skills and enhance their chances of getting a job.

WHO SHOULD ATTEND

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- Fresh graduates/Jobseekers
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Course Contents

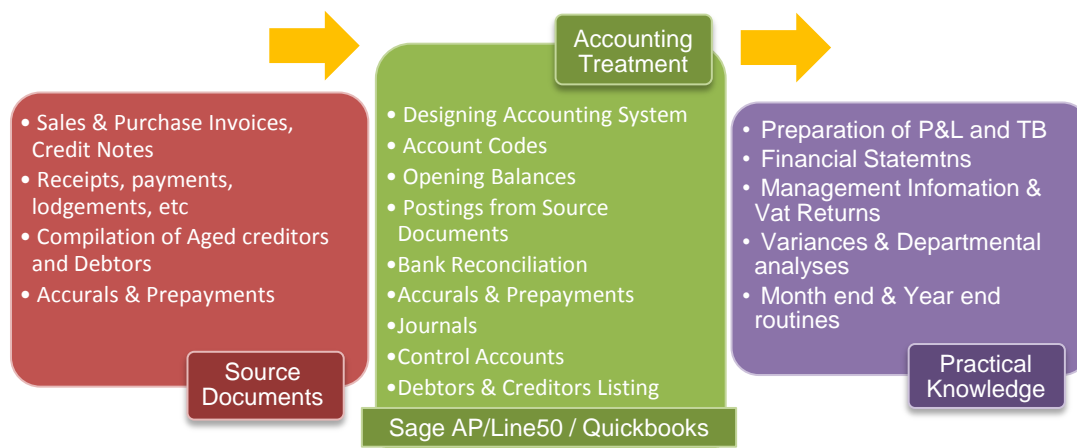
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Bridge the Gap!

We Transform Theory into Practice
Training in Accountancy and Payroll

PLEASE WRITE IN BLOCK LETTERS

Application Form

First Name: _____
Surname: _____
Address: _____

Phone: _____
Email: _____

Qualification: _____
Employer: _____
Job Title: _____
Experience: _____

How did you hear about us: _____

Please indicate below the subject(s) you wish to register.

| | Evening (Mon to Fri) (✓) | Weekend (Sat & Sun) (✓) | Course Fee (€) |
|-----------------------|-----------------------------|----------------------------|-------------------|
| Financial Accounting | | | |
| Management Accounting | | | |
| Payroll | | | |
| Audit | | | |
| | | Total | |

Payment Method: Please tick the box

Online Payment: Credit / Debit Card PayPal
Other Payment: Cash Bank Transfer Bank Draft / Postal Order

- ◆ Course Fees must be paid in full before course commencement
- ◆ Bank Details: A/c No. 10173145 (Sort Code: 98-50-50) - Ulster Bank
- ◆ Bank Draft and Postal Order are made payable to SM & Co

I certify that the information given above is correct. I also accept that course commencement is dependent on student demand and that course fees will not be refunded once a course has commenced.

Signature: _____
Date: _____

| | |
|---|-------|
| OFFICE USE ONLY | |
| Student No: | _____ |
| Date: | _____ |
| <input type="checkbox"/> Payment Received | |
| <input type="checkbox"/> Invoice Raised | |