



Financial



# The Highly Effective Accounts Assistant



2 Day Course



Classroom or Virtual  
Blended Training



## Accredited Course

Aligned to Unit Standard 14353 (3 credits) in the Business Administration Level 2 Qualification.



## About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

Being an effective accounts assistant requires more than a basic understanding of the financial function. It's not just a question of what tasks need to be done, but how well these tasks are carried out.

A truly effective accounts assistant is efficient at maintaining accounting control systems, resourceful at completing projects and helps their manager by spotting errors and inconsistencies in data.

This specialised 2-day **Highly Effective Accounts Assistant** course will equip new and existing accounts assistants with the knowledge they need to fully understand the intricacies of their position as well as provide exceptional support to their managers.

You will leave with a range of tools to enable you to add real value to your department and become more responsible, independent, precise, and commercially minded.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance



**Course aligned to Unit Standard 14353 (3 credits) in the Business Administration Level 2 Qualification.**  
*Unit Standard Assessment is optional but charged an additional fee of R 1, 450 Excluding VAT per delegate.*

## What you will learn

- Understanding and using financial terms competently
- Grasping financial statements, functions and formats
- Adopting a systematic, professional approach to invoices and other accounting processes
- Becoming more meticulous and easily spotting errors and inconsistencies
- Implementing a proven step-by-step approach for dealing with bank reconciliations, debtors and creditors
- Providing "smart support" by keeping the objectives of the user in mind when preparing information
- Helping to identify possible fraudulent or invalid invoices by knowing what 'red flags' to look out for
- Adding value by learning how to solve first line problems and deal confidently with routine queries

## Who should attend

Any administrative professional that is tasked with preparing and working with financial information or providing administrative support to the financial department.



"The course has given me a better understanding of accounts and has given me more of an interest in finance. The skills I have learnt will help me perform my job more efficiently."

- **Finance Assistant,**  
**Instinctif**

# Course Programme Agenda

## Module 1: Foundational Knowledge of the Effective Accounts Assistant

### Understanding the Financial Framework of the South African Business Environment

Get to grips with the rules, regulations & best practice that govern how the financial activities of an organisation must be conducted:

- The role of Accounting in the South African Business Environment
- Corporate Governance and Ethical Considerations of the Accounting Process
- An introduction to Generally Accepted Accounting Practice (GAAP)

### The Different Users of Financial Information and how that Information is Utilised

Learn who the main users of financial information are, how their objectives differ and what you need to consider when preparing information for them:

- Accountants
- Financial Managers and Directors
- Non-Financial Senior Managers
- Board Members
- Auditors
- Shareholders

### Improving your Financial Communication Skills - Understand Financial Terms and Jargon

Gain a clear understanding of 'financial language' which will reduce frustration (both yours and your Manager's), and enable you to carry out instructions or tasks without confusion:

- Types of Assets and Liabilities
- Indirect, Direct, Fixed and Variable Costs
- Revenue and other income streams
- Different Accruals and Provision
- Methods of Depreciation
- Gross and Net and PBIT Profits
- Different ways of reflecting Loss
- Terms relating to Creditors and Debtors

### Grasping the Function and Format of Financial Statements

Become familiar with the layout and understand the significance of information contained within different statements. Which Financial documents are important, and what they tell us about the organisation:

- The Income / Profit and Loss Statement
- The Balance Sheet
- The Cash Flow Statement

### Increasing your Working Knowledge of the Accounting Process

Learn how to deal confidently with management queries that require you to have a working knowledge of Accounts and the Accounting function. How and why we use the Double Entry Accounting system:

- Recording Expenses and Liabilities
- Recording Earnings and Assets
- How Accountants spot irregularities using this system
- The importance of understanding the logic behind each step in the Accounting Process

## Module 2: Practical Areas of Effectiveness for the Accounts Assistant

### Boosting your Efficiency when Dealing with Debtors or Creditors

Learn how to build fruitful relationships with clients or suppliers while ensuring payments are received or made on time:

- Telephone techniques that will increase your success
- **Debtors** - The importance of customer service during debt collection, Matching your approach to the personality type, Ways of securing payment, Laws and ethics of debt collection
- **Creditors** - Developing a good working relationship with your suppliers, Reconciling payments against supplier statements, Systematically following up on missing invoices to avoid the month end rush



## Course Programme Agenda

### Adopting a Systematic, Professional Approach to Processing Invoices

Implement a simple set of checks & procedures to drastically reduce the chance of you incorrectly processing an invoice:

- Basic checks and procedures to follow when processing invoices
- Elements that need to be on an invoice for it to be valid
- "Red flags" to look out for that may indicate that an invoice is fraudulent
- How Value Added Tax affects the processing of invoices:
- When is VAT claimable?
- Goods and services that are VAT exempt
- Goods and services that are Zero-Rated

### Minimising Frustration & Increasing Accuracy when Conducting a Bank Reconciliation

Tackle any bank reconciliation with confidence and reduce the time wasted in trying to locate errors:

- Comparing the General Ledger Balance with the Bank
- Statement Balance
- Identifying possible causes of discrepancies:
- Outstanding Cheques/ Payments
- Deposits in Transit
- Bank service charges/ interest earnings
- 'Finger Trouble': Going back and tracing errors when the reconciliation doesn't balance
- Identifying errors, irregularities and adjustments
- Recording Journal entries for any items identified during the reconciliation

### Realising how Accuracy and Thorough Administration is Vital to the Overall Efficiency of your Department

Importance of having financial information that is accurate & readily available for managers in your department to utilise:

- Paying attention to detail and capturing data accurately
- Following good practice and proven techniques to ensure that capturing mistakes are minimised
- Utilising an effective filing system that will enable you to access information quickly
- Ensuring that all your paperwork is up to date by systematically following up on payments or invoices

### Attending to Non-Financial Factors Vital to Achieving Success in your Position

Improve your overall efficiency by addressing 'technical' skills and character development and interpersonal effectiveness:

- Realising the impact that your work can have on 'the big picture' within your company
- Implementing tips for managing your time wisely
- Communicating clearly and professionally with your boss, colleagues, suppliers and clients
- Developing a reputation for being trustworthy, reliable and responsible

### Spotting Errors, Solving Problems and Adding Values

Ease your manager's stress and increase their confidence in your ability by learning how to pro-actively search for solutions for problems you encounter:

- Generating possible solution alternatives before you approach your manager with a problem
- "Eyeballing" the results of reports you are asked to prepare and see if there are any glaringly obvious mistakes you can rectify
- Adding value by anticipating the kind of questions your manager is likely to ask, and making sure that all the information is readily available before it's even requested
- Understanding how your performance affects the way people view your Manager

# Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



## Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

\*Classroom training (Johannesburg only) and **Blended / Virtual Training** (nationwide) is available.



## Onsite / In-House Training

Have a **group of delegates** and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

\*Classroom training (nationwide) and **Blended / Virtual Training** (nationwide) is available.

Blended training is available on these popular platforms:



# Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification\*



Provides a Great Networking Opportunity

# Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



## CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email [cassidy@cbm-training.co.za](mailto:cassidy@cbm-training.co.za). Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



## Interested? Here's the Next Step



### SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

[Request a Quotation](#)



### HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email [info@cbm-training.co.za](mailto:info@cbm-training.co.za).

## ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

## GET IN TOUCH

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