



Professional training in Bookkeeping, HR & payroll

Practical experience with real data

by

Ultimate Accounting & Tax Solutions

In association with **Just Management Consulting Ltd**

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6 Weeks of Practical Experience

Training Focus

Comprehensive training on *Bookkeeping, HR & Payroll* systems.

Professional Partnership

Delivered by Just Management Consulting Ltd in association with Chartered accountants.



Benefits to Universities



Complement Existing Programs

Industry partnerships enhance academic offerings.



Attract More Students

Specialized certifications increase enrollment and institutional prestige.



Higher Graduate Employment

Practical skills lead to better job placement rates.



Social Responsibility

Meeting community needs through practical education.



Benefits to Students

Real-Life Experience

Learn from experienced professionals using live data.

Comprehensive Skills

Master bookkeeping, HR and payroll systems.

Career Advancement

Gain certification and build professional networks.

Training Details



Duration

6 weeks programme with 2 hours each week.



Flexible Timing

Morning: 11am-1pm, Afternoon: 2pm-4pm, 5pm -7pm



Scheduling

Available on weekdays and weekends (T&C).



Support

References provided with CV writing assistance.

Schedul

9.00 - 10.00 AM	
9.00 - 10.00 AM	Introduction: Goals
4.00 - 5.00 PM	Introduction: Skills
4.00 - 5.00 PM	Medium: Interviewing
4.00 - 5.00 PM	Discussion: Interviewing Process (Self-Reflection)
4.00 - 5.00 PM	Discussion: Interviewing Reflections
5.00 - 6.00 PM	Discussion: Interviewing Reflections
5.00 - 6.00 PM	Discussion: Interviewing Reflections



Our Expert Trainers



A K Saha

FCCA, ACA, MSc



Paul Sanderson

Industry Expert



**Sharon Anderson
Anderson**

FCCA



Additional Faculty

Experienced tutors

Spreadsheet Applications

Excel Fundamentals

Learn to prepare client accounts using Extended Trial Balance.

Advanced Features

Master data importing/exporting, macros, graphs, pivot tables, etc.

Incomplete Records

Techniques for preparing accounts from partial information.



Computerised Accounting

Setup & Installation

Learn QuickBooks installation and account
account code design.

Payroll Processing

Handle PAYE, NI contributions and
statutory payments.



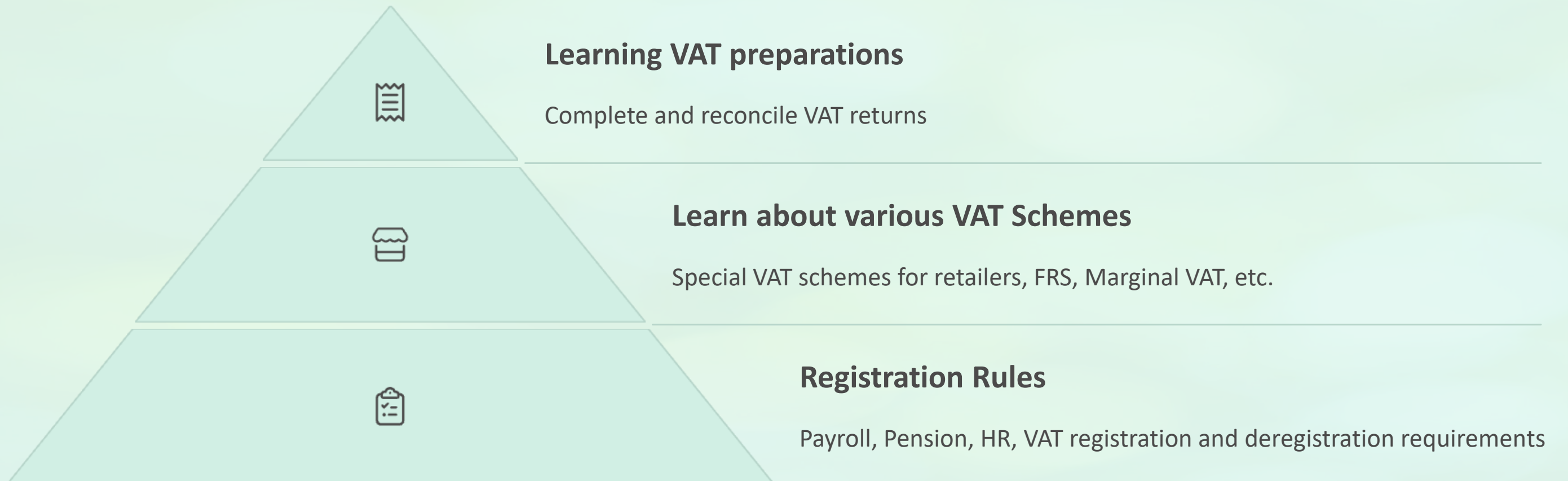
Bookkeeping

Master daybooks, ledgers and trial balance
balance preparation.

Financial Reports

Generate profit & loss statements and
and balance sheets.

Taxation Rules



Who Should Attend



Ideal for those without practical bookkeeping experience, finance professionals seeking hands-on skills, business-HR students.

Software covered: QuickBooks, Payroll systems and Excel.

References and completion certificates provided.

Few of the trainees (Yr 2024)

