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Basic Accounting for Administrative Staff Training Seminar

Who Should Attend:

The target audience for this training seminar is secretaries, junior administrators, administrative assistants, clerks, executive secretaries and other administrative professionals working with managers or executives who handle financial matters.

Objectives:

At the end of this training seminar, participants will be able to:

- Appreciate the accounting language, key terms and definitions
- Appreciate financial statement analysis and balance sheet analysis
- Apply the basic accounting tasks related to administrative duties
- Review and analyse annual reports to determine your company's overall condition
- Become more familiar with the accounting process

Content:

- Methods of cash flow
- Accounting and budgeting basics
- Double-entry system
- The annual report by auditors
- The purpose of the annual report and the auditor's role
- Financial statements – how to analyze and translate
- Fundamental accounting terms and concepts
- Key accounting processes such as cash accounting, accruals, receivables, payables, inventory, allocations, prepaid, depreciation, amortization, goodwill, deferrals, reserves
- Data entry - entering transactions into financial records
- Financial reporting - balance sheet, income statement
- End of month activities & reports