

## Preparing for Bookkeeping

**Are you interested in working as a bookkeeper?**

**Would you like to gain an understanding of what the role entails?**

We are offering **free** short course as an introduction to bookkeeping via distance learning, supported by an experienced teacher who will provide feedback on the work you submit. If you complete the course workbook, you will get a certificate evidencing what you have learnt.

This course takes around 12 hours to complete and should be completed within 4 weeks of starting.

This is an ideal preparation for progression on to AAT qualifications in bookkeeping, Sage accounting software or Accounting.

Please note, you will need access to a laptop or computer with internet access and an email account in order to research topics, submit work and receive feedback.

For more information, please call 07970 509126 Mon-Fri 9am - 4pm  
Your call is very important to us but phones are very busy at the moment so please do leave a voicemail with your name and number and we will return your call as soon as possible. Alternatively, this number does accept text messages or email:  
[east.adultlearning@northyorks.gov.uk](mailto:east.adultlearning@northyorks.gov.uk)