



# Bookkeeping

## Introduction to Bookkeeping & Access Award in Bookkeeping Level 1 Learn at Community House, Ripon

Would you like to gain a qualification in bookkeeping?  
Are you unsure where to start?

### Introduction to Bookkeeping Level 1 - Community House, Ripon 6th January 09:30 - 15:00

This FREE taster session will provide you with an introduction to bookkeeping and will help you to find out which course is right for you. This session needs to be completed prior to progressing onto our AAT Access Award in Bookkeeping course.

LEARNERS MUST BE REGISTERED PRIOR TO ATTENDING IN ORDER TO MEET COVID REGULATIONS.

### Access Award in Bookkeeping Level 1 - Community House, Ripon Starts Wednesday 13th January 09:30 - 15:00 ends 10th February

The course will provide an accredited qualification for those who are interested in working in an accounts environment or those looking for a qualification. By the end of the course students will be able to:

- List the role of the Book Keeper
- Give recommendations for keeping data safe
- Complete a cash book
- Process invoices and credit notes
- Complete a bank reconciliation
- Produce a petty cash book
- Complete simple double entry T accounts

This course is suitable for those with no accounts knowledge who are going self-employed or looking to retrain for an accounting/bookkeeping role. Learners must first complete the Introduction to Bookkeeping course.

For more information and to book online, visit our Accounting and Business Skills courses

<https://ebsontrackprospect.northyorks.gov.uk/page/findcourse>

Call our Adult Learning Team on 01609 536066

Email: [adultlearningservice@northyorks.gov.uk](mailto:adultlearningservice@northyorks.gov.uk)