



Practical Accounting Skills for Accounting Clerks and Accounts Assistant

SBL/HRDF Claimable

Accounting has always been recognized as a very key function in any organization. It provides the basis for information reports to be generated from these accounting records to help managers to make a more informed decisions to increase their organizational performance.

Accounting will forever be an extreme asset and vital aspects to one's career and organization success.

With the introduction of SST, it is unavoidable that every accounting transaction be coded to enable the filing of correct returns in the SST02 form returns for those SST registered companies and also in the return filings and service tax payment for NON-SST REGISTER BUSINESS for imported services.

Hence this Accounting Skill training will help all Accounting Personnel to increase their effectiveness in their daily Accounting Work

*** Participants are required to work together in pairs and groups to have hands on exercise to recap the learnings together. Hence a Calculator is required.*

Objective

By the end of this program, participants would be able to:

- Enhance the understanding of the key concepts and importance of the day to day Accounting activities requirements in their work.
- Learn how to develop a Chart of Account for and enhance their skills in their accounting classifications according to chart of accounts requirements.
- Learn how to read and interpret financial statements.
- SST / Transaction Code mapping for their daily transactions

Course Outline

Module 1: Introduction

- What is Accounting, Book-Keeping, Transactions and an Account?
- Why Keep Accounts?
- Familiarization of Key Accounting Terms
- Concepts, Principles and Equations

Module 2: Transactions Processing & Accounting Entries

- Accounting Policies and Grouping of Accounts
- Chart and Books of Accounts
- Transactional Documentation Processing
 - Common Documentation in Use
 - Matching Concept,
 - Checking and approving,
 - Following Up trail
- Accounting Double Entries and Tax/Transaction Code Applications for Various Different Kind of Transactions including:
 - SST code mapping to SST 02 return form.

Module 3: Provisioning, Prepayments, Accruals and Adjustments

- Accruals, Provisions and Prepayments Calculations and Postings
- Depreciation / Amortization Methods
- Stock Obsolesces
- Debtors / Creditors Reconciliation

- Bank Reconciliations
- Petty Cash Control

Module 4: Understanding the Content of Financial Statements

- Directors Statement, Directors Report
- Different Types of Auditor's Report
- Notes to the Accounts
- Manufacturing / Project Account
- Statement of Comprehensive Income (Trading and Profit and Loss Account)
- Statement of Financial Statement (Balance Sheet)
- Statement of Cash Flow
- Statement of Change in Equity

Module 5: Interpretation of accounts

- Profitability
- Liquidity
- Efficiency
- Solvency

Module 6: Introduction to Cost Allocation and Costing

- Cost Classifications
- Types of Costing
- Variance Analysis
- Breakeven Point

When & Where	Who Should Attend	Training Investment
<p>14 & 15 Feb 2019 (Thursday & Friday) 9.00 am to 5.00pm</p> <p>Empire Hotel, Subang</p>	<p>Accounting Graduates, Accounts & Admin Assistants and Supervisors, Bookkeepers, Accounts Clerks, or anyone who is interested in learning the accounting skills</p>	<p>RM 1,380 per pax (include Lunch, Tea Breaks, Course Materials & Certificate of Completion)</p> <p>Early Bird (before Feb 2019) – RM 1,280</p> <p>Group Discount (3 or more) – 10%</p>

Trainer's Profile

Tan Kok Tee

Kok Tee has over 40 years of experience in financial, strategic and general management. He has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of this time are spent in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad.

He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries; holds a MBA in Finance from Charles Sturt University, Australia and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA.

He is also a Certified Trainer with PMSB's Train The Trainer Certificate since 2009, a GST Agent registered with MOF and a life member with the Malaysian Institute of Directors.

Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time from 2014 to now. To date, he has conducted about 300 training workshops, of which more than half are for GST related covering including GST Accounting for both in-house as well as public, including Government Authorities, Chamber of Commerce, Government Link Companies, Banks, Malaysian Institute of Accountants, Chartered Institute of Management Accountants, Selangor state Human Resource Development Centre, Negeri Sembilan state Skills Development Centre, NGOs, political party as well as for various other training providers.

He also developed and delivered an Entrepreneurship program (training) specially for MBA students from GC University, Pakistan in collaboration with Sunway Education Group for period 2010 to 2014. He was also an assessor for the UTAR's NGO strategic planning program and an invited speaker for the Asian Financial Controller's Congress in 2009, 2010 and 2011.

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Contact Us

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