

Financial Services Management

Course Overview:

This course is aimed at training candidates for the job of a “Accounts Executive (Recording & Reporting)”, in the “BFSI” Sector/Industry.

Pre-requisite:

- Basic knowledge of statistics, computers

Course Objective:

Upon successful completion of the course, participants should learn:

- Maintain records of defined receipts and payments
- Account for provisions
- Prepare Bank Reconciliation Statement (BRS) and Depreciation schedule
- Compile and present periodical statements of extracts from ledgers to show total amount of receipts and expenditure of the company, profits earned or losses incurred etc.

Course Outline:

The contents of this course are designed to support the course objectives. The following is an indicative list of content which is included in this course:

- Introduction to Accountancy and Recording Receipts
- Recording Payments
- Recording Provisions
- Preparation of Bank Reconciliation Statement
- Preparation of Depreciation Worksheet
- Preparing and presenting reports on Profit and Loss account, ledger balances (with details) and Balance Sheet etc.