Certified Accounts Assistant: Mastering Financial Essentials

24 – 28 May 2027
Baku (Azerbaijan)



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Why This Course

Accounts assistants play a vital role in supporting the daily financial operations of organizations. From maintaining accurate records to assisting with payroll, reconciliations, and financial reporting, their work ensures that accounting processes run smoothly and efficiently. Developing strong technical knowledge and practical accounting skills is essential for building a successful career in finance and accounting.

This comprehensive 1-week program is designed to provide participants with the core knowledge and practical tools needed to perform effectively as accounts assistants. The course covers financial accounting fundamentals, payroll processing, accounting software applications, and key financial reporting techniques. Through practical exercises and real-world examples, participants will gain the confidence and competence required to handle a wide range of accounting responsibilities.

What You'll Learn and Practice

By participating in this program, you will:

- Understand key financial accounting principles and accounting processes.
- Process payroll accurately, including wage calculations and tax deductions.
- Use accounting software and Excel to manage financial data and reports.
- Prepare and interpret financial statements and accounting reports.
- Manage accounts payable and receivable processes effectively.
- Maintain accurate financial records and apply best practices in accounting.

The Program Flow

Day 1: Fundamentals of Financial Accounting

- Understanding the basic principles and concepts of accounting.
- Exploring the accounting cycle and double-entry bookkeeping system.
- Creating and managing a chart of accounts and general ledger.
- Recording journal entries and posting transactions.



Day 2: Payroll Processing and Taxation

- Understanding the fundamentals of payroll accounting.
- Calculating employee wages, deductions, and tax obligations.
- Preparing payroll reports and ensuring compliance with regulations.
- Introducing basic concepts of business taxation.

Day 3: Accounting Software and Tools

- Learning the fundamentals of QuickBooks for accounting tasks.
- Using Excel to organize and analyze financial data.
- Applying effective data entry and financial record organization techniques.
- Generating financial reports using accounting software tools.

Day 4: Financial Statements and Analysis

- Preparing balance sheets and income statements.
- Understanding and preparing cash flow statements.
- Applying financial ratio analysis to evaluate performance.
- Developing basic budgeting and forecasting skills.

Day 5: Accounts Payable, Receivable, and Best Practices

- Managing accounts payable and receivable processes.
- Performing bank reconciliations to ensure accurate records.
- Implementing internal controls to prevent errors and fraud.
- Understanding professional ethics and career development in accounting.

Individual Impact

- Build a strong foundation in financial accounting and reporting.
- Improve confidence in handling accounting tasks and financial data.
- Gain practical experience with accounting software and tools.
- Develop skills necessary for a successful career in accounting support roles.

Work Impact

- Improve the accuracy and efficiency of accounting operations.
- Strengthen financial record-keeping and reporting processes.
- Enhance payroll processing and compliance practices.
- Support better financial management through reliable accounting support.



Training Methodology

This program focuses on practical learning to ensure participants gain real-world accounting skills. Training methods include:

- Interactive workshops and guided discussions.
- Hands-on exercises using accounting software and Excel.
- Case studies on financial reporting and payroll processing.
- Group activities focused on reconciliation and accounting tasks.
- Practical templates and tools for accounting operations.

Beyond the Course

By the end of the program, participants will be able to:

- Prepare accurate financial records and accounting reports.
- Process payroll and manage related tax calculations.
- Use accounting software and spreadsheets effectively.
- Support accounts payable, receivable, and financial reconciliation processes.

