



# Short Courses

## Financial

# Preparing Company Accounts

(1 Day)

### Overview

This course is designed for personnel who are new to accounts and/or administrators who would like to obtain an overview of account transactions. It's designed for the offshore environment, encompassing investment, loan, property and other popular company and trust transactions. Emphasis is placed on the practical side of the role in order that delegates can return to the workplace with a better understanding of the rationale behind their day to day activities.

### Course Outline

- Understand the elements of Financial Statements
- Prepare a set of Financial Statements from trial balance
- Accountancy adjustments
  - Revaluation
  - Correction of errors
  - Depreciation
  - Investments
- Notes to the accounts
- Directors reports
- Cash flow statements

### Pre-requisite knowledge

A basic accounts knowledge of assets, liabilities, income and expenses, debits and credits.

### Tutor: Lesley Millar FCCA, ACIS

Having started her career in an accountancy practice in Scotland, Lesley has gone onto work as a Manager of the Client Accounting department of Credit Suisse Trust before moving onto full time training and consultancy. She has engaged in a wide variety of roles from Internal audit; operational excellence projects, post merger integration roles to new business set up and lecturing professional education.

Lesley has spent ten years in the lecturing field delivering and writing course material for all levels of the ICSA syllabus along with various ACCA papers and bespoke in-house training.

A keen academic, Lesley is a Certified Accountant, a Chartered Secretary and has Level 2 in Teacher Training, a certificate in International Accounting Standards and a Lean Sigma project management qualification.

**To reserve a space, please contact us on  
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**CPD Certificates will be provided.**