

ACCOUNTANCY FOR BEGINNERS

SWAP IN ACCOUNTING, FINANCE, BUSINESS, ADMIN

jobcentreplus





Begin a New Chapter in Accountancy: Skill Enhancement Awaits

In today's world, where industry requirements are swiftly evolving, Sepera College dedicates itself to shaping a Better Future by supporting you in adapting, transforming, and flourishing in a modernised and revolutionary work environment.

Enhance your comprehension of the accountant's role through the comprehensively accredited '**Accountancy for Beginners**' Skills Bootcamp at Sepera College.

This program is meticulously crafted to facilitate your entry into the accountancy sector and to advance your journey towards an apprenticeship or professional career. It is an integral component of the Government's Lifetime Skills Guarantee and Plan for Jobs, aimed at broadening your vocational skill set.

Whether you're a recent graduate or considering a career shift, this skills bootcamp is designed to imbue you with the fundamental principles and practical knowledge necessary for embarking on a career in accountancy. It's tailored to equip participants of all backgrounds with the essential skills to successfully transition into the accounting field.

"My tutor at Sepera College, with whom I collaborated throughout my tenure in the programme, was outstanding. She consistently motivated me to excel and provided invaluable support in my quest for success. Furthermore, her mentorship extended beyond academic guidance; she played a pivotal role in my personal development, offering sage advice and making additional efforts to ensure my achievement."





Understanding the Basics of Accounting: Is Sepera College's Bootcamp Suitable for You?

The pandemic has fundamentally transformed organisational operations, expanding the scope of accountants' roles. Today, analytical abilities, commercial insight, and strategic collaboration are essential duties for accountants in any organisation.

The newly introduced **Sepera College Skills Bootcamp**, aligned with **Job Centre Plus**, is a complimentary pilot program available nationwide since 2024. It welcomes participants aged 19 and above.

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Designed for aspirants eyeing a career in accountancy, the Accountancy for Beginners Skills Bootcamp at Sepera College lays the groundwork for entering the industry. It provides a comprehensive understanding of the accountancy sector and its long-term career paths.

This Sepera College focuses on imparting knowledge about essential documents, industry-specific terminology, and the technical competences required for accountants. Its ultimate objective is to prepare participants for career advancement opportunities in the accounting field.

Importantly, individuals who are beneficiaries of JSA or Universal Credit will retain their benefits throughout the entire duration of the Bootcamp.





What will I achieve?

Sepera College is dedicated to providing practical skills that are currently in demand by employers, focusing on equipping you with the foundational abilities necessary for a career in accountancy.

Sepera College maintains strong relationships with numerous employers actively seeking fresh talent, offering pathways to genuine job opportunities. We regularly advise on various live job roles each month and provide learners with interview preparation assistance to enhance their performance and prospects.

The Sepera College Skills Bootcamp is designed to offer a genuine insight into the responsibilities of an accountant while building the essential skills and knowledge necessary for both long-term career aspirations and your initial foray into the field of accountancy. Upon completing this program, you will be confident to showcase your qualifications for various roles in the accounting sector.






Learning Content

Week 1

Accounting


- Introduction to Accounting
- Day books and Financial documents

Duration: 6 Hours 

Week 2

Accounting


- Bookkeeping - Double entry

Duration: 6 Hours 

Week 3

Accounting


- Petty Cash and Bank reconciliation
- Introduction to accounting software: Sage, Quickbooks and Xero, Payroll, Capium

Duration: 6 Hours 

Week 4

Finance


- Classification of costs

Duration: 6 Hours 

Week 5

Finance


- Budgets
- Financial Statements

Duration: 6 Hours 

Week 6

Finance


- Tax
- QuickBooks
- Xero
- Payroll
- Capium

Duration: 6 Hours 

Week 7

Management

- Using Microsoft Office
- Communication and Remote Presentation Skills

Duration: 6 Hours 

Week 8

Management

- Zoom, Google Meet, how organise and manage with MS Outlook, OneDrive, One-Note
- Mentoring
- Communication and Remote Presentation Skills
- CV writing and Interview Preparation

Duration: 6 Hours 

Week 9

Management

- Work interview
- Feedback-giving and receiving
- Personal meeting with student via remote tools

Duration: 6 Hours 

Week 10

Business Administration

- Types of Business

Duration: 6 Hours 

Week 11

Business Administration

- Business Functions
 - Finance
 - Operations
 - Sales
 - Marketing

Duration: 6 Hours 

Week 12

Business Administration

- Excel
- Writing skills
 - Letter
 - Email
 - Microsoft Office

Duration: 6 Hours 

During the 12-week program, it is expected that you will allocate the necessary time to your studies as detailed in the accompanying schedule.

To participate in the program, learners must have access to their own IT equipment and a reliable internet connection, as all sessions will be conducted online.





Summary



Duration

12 weeks; typically 6 learning hours per week, inclusive of self study time.



Learning

Virtual classroom, webinars / online learning.



Progression Opportunities

An advanced level apprenticeship, further learning, entry level roles within accountancy



Entry Requirements

Open to all learners 18+ with access to online learning and a commitment to develop your skills over 12 weeks.



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READY TO DEVELOP YOUR ACCOUNTANCY SKILLS?



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