

## What it covers

This level 1 training introduces the role of a bookkeeper and the underpinning knowledge to identify and carry out simple different bookkeeping activities , such as income and expenditure , profit and loss, and assets and liabilities

There is no need for any prior accounting knowledge .

## Syllabus

### **Level 1 - Basic Accounting**

1. Double entry
2. Financial Statement
3. Year end adjustment
4. Business documents & Books of prime entry