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COURSE BROCHURE

Advanced SME Month-End Close and Ledger Control Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced SME Month-End Close and Ledger Control Training Course

SME Month-End Close and Ledger Control is a 2-week advanced training course for senior bookkeepers, accounts officers and finance leads in small and medium-sized enterprises, and each participant builds a month-end close checklist and reconciliation pack that takes their own ledger from raw postings to signed-off management accounts. Owners, lenders and tax filings all need reliable monthly figures from lean teams. Jupiter Prime Training designed it around the close calendar of a growing business.

Why SME Month-End Close and Ledger Control Matters Now

Three forces shape this subject in smaller businesses today: cloud accounting software and bank feeds that speed up posting but hide errors, lenders and investors who ask for monthly management accounts before releasing funds, and owners who must make cash and pricing decisions on figures they can trust. A business with a disciplined close knows its cash, margins and payables within days of month end; one without it discovers errors at year end, when the auditor or tax adviser finds them. The course rests on accruals-based accounting under International Financial Reporting Standards IFRS, double-entry ledger control and a documented close calendar.

Who Gains Most from SME Month-End Close and Ledger Control

- Senior bookkeepers who post daily transactions and own the trial balance
- Accounts officers who run payables, receivables and payroll subledgers
- Finance leads in growing businesses who produce monthly reports for owners and lenders
- Office and operations managers who also hold accounting duties in small teams
- Accounting staff moving from spreadsheet books to cloud accounting software

A small finance team that attends together, bookkeeper and finance lead side by side, gains most, because a fast close depends on handovers between the people who post and the person who signs off.

SME Month-End Close and Ledger Control Capabilities

Participants learn to turn a busy ledger into a predictable monthly routine where every balance is explained and every report can be defended.

- Design a chart of accounts and cost centre structure that fits the business — owner reporting needs
- Build bank, control-account and subledger reconciliations with clear sign-off — finance lead approval
- Calculate accruals, prepayments, depreciation and stock adjustments at month end — accurate monthly profit
- Specify a close calendar with owners, cut-off rules and deadlines — the whole accounting team
- Test the trial balance with analytical review before reporting — error detection before issue
- Communicate monthly management accounts with cash and margin commentary — owners, lenders and investors

Key SME Month-End Close and Ledger Control Terms

- Month-End Close — the set of tasks that cut off, adjust, reconcile and review the ledger so monthly figures can be reported.
- Chart of Accounts — the structured list of ledger codes that groups every transaction for posting and reporting.
- Control Account — a nominal ledger account whose balance must equal the total of a supporting subledger, such as receivables.
- Bank Reconciliation — a matching of ledger cash entries to the bank statement that explains every difference.
- Accrual — an expense or income recognised in the period it relates to before an invoice or payment arrives.
- Prepayment — an amount paid in advance for a future period, held on the balance sheet and released monthly.

SME Month-End Close and Ledger Control Day by Day

Day 1: The Close in a Growing Business

- Close Pressures From Owners, Lenders and Tax Filings — Reporting Expectations
- Cloud Accounting and Bank Feeds — Speed Versus Hidden Error
- Accruals Basis Under IFRS Principles — Matching Income and Costs
- Close Maturity Assessment — Current Days to Close
- Cases From Trading and Professional Services Firms — Common Close Failures

Day 2: Chart of Accounts and Ledger Design

- Chart of Accounts Structure and Coding Rules — Consistent Posting
- Cost Centres and Project Codes — Owner Reporting Views
- Opening Balances and Ledger Clean-Up — Reliable Starting Point
- Posting Rules and Suspense Account Policy — Unexplained Items Cleared
- Ledger Access and Approval Settings — Segregation in Small Teams

Day 3: Subledger Control

- Receivables Ledger and Customer Statements — Collectable Balances
- Payables Ledger and Supplier Statement Matching — Accurate Creditors
- Payroll Journal and Deductions Control — Correct Staff Costs
- Fixed Asset Register and Depreciation Runs — Asset Balance Integrity
- Inventory Records and Stock Counts — Cost of Sales Accuracy

Day 4: Reconciliations That Hold

- Bank and Card Reconciliation Routines — Cash Certainty
- Control Account to Subledger Matching — Balance Sheet Integrity
- Intercompany and Owner Account Reconciliation — Clean Related Balances
- Tax Control Account Reconciliation — Filing Readiness
- Reconciliation Templates and Evidence Files — Audit Trail

Day 5: Month-End Adjustments

- Accruals for Unbilled Costs and Income — Complete Period Results
- Prepayments and Deferred Income Schedules — Correct Monthly Release
- Depreciation and Amortisation Journals — Consistent Asset Charges
- Stock and Work-in-Progress Adjustments — Margin Accuracy
- Bad Debt Provision Review — Realistic Receivables

Day 6: Cut-Off and Close Calendar

- Close Calendar Design With Day Numbers — Predictable Deadlines
- Cut-Off Rules for Sales, Purchases and Payroll — Clean Periods
- Task Owners and Handover Checklists — Accountability in Small Teams
- Recurring Journal Templates — Faster Routine Postings
- Locking Periods and Late Adjustments — Stable Reported Figures

Day 7: Trial Balance Review and Error Detection

- Trial Balance Analytical Review — Unusual Movements Spotted
- Month-on-Month and Budget Variance Checks — Explainable Changes
- Common Posting Errors and Correction Journals — Clean Ledgers
- Balance Sheet Account Ownership — Every Balance Explained
- Close Review Sign-Off by the Finance Lead — Quality Gate

Day 8: Monthly Management Accounts

- Management Accounts Pack Structure — Owner-Ready Reporting
- Gross Margin and Overhead Analysis — Pricing and Cost Decisions
- Cash Flow Statement and Short-Term Cash Forecast — Liquidity Planning
- Key Performance Indicators for Small Businesses — Focused Monitoring
- Commentary Writing for Owners and Lenders — Clear Explanations

Day 9: Faster Close and Automation

- Bank Rules and Automated Matching — Reduced Manual Work
- Document Capture and Approval Workflows — Fewer Missing Invoices
- Spreadsheet Controls and Version Discipline — Fewer Formula Errors
- Close Time Measurement and Improvement Targets — Days Saved
- Year-End Readiness From Monthly Discipline — Smoother Audits

Day 10: Practising the Month-End Close Checklist

- Chart of Accounts Review for an Own Ledger — Applying Design Rules
- Reconciliation Set for a Sample Month — Applying Matching Routines
- Adjustment Schedules for Accruals and Prepayments — Applying Period Rules
- Management Accounts Draft With Commentary — Applying Reporting Methods
- Month-End Close Checklist and Reconciliation Pack Completion — Sign-Off Walkthrough

Applying SME Month-End Close and Ledger Control After the Course

- Run the next month end using a written close calendar with day numbers and task owners, then record the days taken and the issues found.
- Rebuild every balance sheet reconciliation into a standard template with evidence attached and have the finance lead sign each one before the management accounts are issued.

SME Month-End Close and Ledger Control Questions FAQ

What is SME month-end close and ledger control and why does it matter now?

SME month-end close and ledger control is the monthly routine that makes a small business's books complete, reconciled and ready to report. It matters now because owners, lenders and tax filings expect reliable monthly figures from lean teams.

Which roles gain most from SME month-end close and ledger control?

Senior bookkeepers, accounts officers, finance leads in growing businesses and managers with accounting duties gain most. You benefit most if you post transactions, reconcile balances or issue monthly reports in a small team.

How does SME month-end close and ledger control differ from an introductory bookkeeping course?

It assumes double entry is already known. Introductory courses teach posting basics; this course designs the chart of accounts, controls subledgers, builds reconciliations, schedules adjustments, runs a close calendar and produces management accounts.

What will I bring back from SME month-end close and ledger control?

You bring back a month-end close checklist and reconciliation pack: a close calendar, reconciliation templates, accrual and prepayment schedules and a management accounts draft adapted to your own ledger.

SME Month-End Close and Ledger Control: The Way Forward

The month-end close checklist and reconciliation pack first informs the next month end, where the finance lead decides which tasks move earlier and who owns each balance. Bookkeepers use its templates daily, and owners receive steadier management accounts. After three closes, revisit the calendar and the chart of accounts, because growth adds products, sites and staff that change what the ledger must track.