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COURSE BROCHURE

Effective Accounts Assistant Training Course

11 – 15 July 2027
Istanbul

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Registered in the United Kingdom and Saudi Arabia

Effective Accounts Assistant Training Course

Ref: 1892_69569 **Date:** 11 – 15 July 2027 **Location:** Istanbul **Fees:** 4900 GBP

The Effective Accounts Assistant Training Course is a 1-week training course for accounts assistants and junior bookkeepers who process invoices, match statements and keep the daily ledger tidy, and each participant builds a Ledger Desk Control Pack. Finance teams now close faster with leaner staff, so the accuracy of every posting made at the assistant's desk decides how much rework reaches the accountant. Jupiter Prime Training runs the Effective Accounts Assistant course for daily ledger staff.

Why the Effective Accounts Assistant Matters Now

Three forces shape the accounts assistant's desk today. Cloud ledgers and e-invoicing push more volume through fewer hands, auditors want clean trails behind entries, and suppliers expect correct payment runs. Accurate posting means short closes and calm audits; guesswork means suspense balances, duplicate payments and late adjustments. The course rests on double-entry bookkeeping, the three-way match between purchase order, goods receipt and invoice, and segregation of duties as the basis of internal control.

Who Gains Most from the Effective Accounts Assistant

- Staff who register, code and post supplier invoices into the purchase ledger
- Staff who raise customer invoices, apply receipts and chase small unpaid items
- Staff who prepare bank, supplier and customer statement reconciliations
- Staff who hold petty cash floats and record staff expense claims
- Staff who gather schedules and supporting papers for the accountant at month-end

Small finance offices whose assistants share purchase, sales and cash duties gain most when they attend together.

Effective Accounts Assistant Capabilities

Participants post, match and evidence ledger entries so balances hold up under testing.

- Apply double-entry rules to code invoices, credit notes and receipts correctly — the accountant reviewing postings
- Test supplier invoices through a three-way match before approval — the payment run approver
- Build supplier and customer statement reconciliations that explain every difference — the credit controller and purchasing lead
- Calculate and replenish an imprest petty cash float with full vouchers — the cashier and internal auditor
- Specify a filing trail that links each posting to its source document — the external auditor
- Communicate month-end accruals, prepayments and open items clearly — the accountant closing the period

Key Effective Accounts Assistant Terms

- Double entry — the rule that every transaction is recorded as an equal debit and credit in two or more accounts.
- Three-way match — checking that a purchase order, goods received note and supplier invoice agree before payment is approved.
- Supplier statement reconciliation — comparing a supplier's statement with the purchase ledger and explaining each difference.
- Imprest system — a petty cash method where the float is topped up to a fixed amount equal to the vouchers spent.
- Suspense account — a temporary account holding entries awaiting correct coding until investigated.
- Accrual — an expense recognised in the period it is incurred although the supplier invoice has not yet arrived.

Effective Accounts Assistant Day by Day

Day 1: The Ledger Desk in the Finance Cycle

- Purchase-to-Pay and Order-to-Cash Cycles — Where the Assistant's Postings Feed Reports
- Double-Entry Rules and the Trial Balance — Spotting Postings That Will Not Balance
- Chart of Accounts and Cost Centre Codes — Choosing the Right Account First Time
- Segregation of Duties at the Desk — Who Enters, Who Approves, Who Pays
- Source Documents and Retention Rules — What Evidence Every Entry Needs

Day 2: Supplier Invoices and Payment Runs

- Invoice Registration and Batch Totals — Preventing Missed or Doubled Invoices
- Three-Way Match With Orders and Receipts — Releasing or Holding Payment
- Credit Notes, Debit Notes and Price Variances — Correcting Supplier Balances Cleanly
- Duplicate Payment Checks and Supplier Master Data — Stopping Leakage Before the Run
- Payment Proposal Preparation — Presenting a Run the Approver Can Sign

Day 3: Customer Accounts and Cash

- Sales Invoice Accuracy and Numbering — Avoiding Customer Disputes Later
- Cash Application and Unallocated Receipts — Keeping the Sales Ledger Current
- Aged Debtor Listing — Flagging Items for the Credit Controller
- Imprest Petty Cash and Vouchers — Balancing the Float Each Week
- Staff Expense Claims and Receipts — Checking Policy Before Posting

Day 4: Reconciliations and Period-End Support

- Bank Reconciliation Steps — Clearing Timing Items and Unknown Entries
- Supplier Statement Reconciliation — Agreeing Balances Before Month-End
- Control Account to Sub-Ledger Agreement — Proving Ledger Totals to the Accountant
- Suspense Account Clearing — Resolving Uncoded Entries Within the Period
- Accrual and Prepayment Schedules — Supporting a Timely Period Close

Day 5: Practising the Ledger Desk Control Pack

- Month-End Checklist for the Assistant — Sequencing Tasks Against the Close Timetable
- Applying the Three-Way Match to a Retail Supplier Case — Testing Day 2 Controls
- Reconciling a Clinic's Bank and Customer Accounts — Applying Day 3 and Day 4 Methods
- Audit Query Response and Filing Trail Retrieval — Evidencing Entries on Request
- Ledger Desk Control Pack Completion — Checklists, Reconciliation Templates and Filing Index

Applying the Effective Accounts Assistant After the Course

- Run a supplier statement reconciliation for the five largest suppliers and clear every unexplained difference with the purchasing lead.
- Introduce a weekly imprest petty cash count with numbered vouchers and agree the routine with the accountant.

Effective Accounts Assistant Questions FAQ

What is the Effective Accounts Assistant course and why does it matter now?

It is a 1-week course on accurate daily ledger work: invoices, receipts, petty cash and reconciliations. It matters now because faster closes and closer audit testing leave little room for coding errors made at the assistant's desk.

Which roles gain most from Effective Accounts Assistant training?

Accounts assistants and junior bookkeepers gain most. Anyone who posts invoices, applies receipts or prepares reconciliations will use every day of it.

How does the Effective Accounts Assistant course differ from a supervisory bookkeeping course?

It focuses on doing the entries correctly rather than reviewing others' work. Supervisory courses cover approving journals; this one builds the processor's routines.

What do you bring back from the Effective Accounts Assistant course?

You bring back a desk pack of checklists, reconciliation templates and a filing index. It supports the first month-end after the course.

Effective Accounts Assistant: The Way Forward

The Ledger Desk Control Pack first informs the next month-end, when the assistant uses its checklist to deliver reconciled supplier, customer and bank balances to the accountant. Credit controllers and purchasing leads use the same schedules to settle disputes. After the first close, revisit which differences recurred and tighten the matching steps that let them through.