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COURSE BROCHURE

Bookkeeping Ethics and Professional Conduct Training Course

3 – 7 October 2027
Istanbul

Bookkeeping Ethics and Professional Conduct Training Course

Ref: 2275_84595 **Date:** 3 – 7 October 2027 **Location:** Istanbul **Fees:** 4900 GBP

Bookkeeping Ethics and Professional Conduct is a 1-week training course for bookkeepers and accounts staff, and it produces an ethics decision log and engagement checklist that a participant applies to real client and employer situations. Owners, lenders and auditors rely on figures that bookkeepers record, often with little supervision, so a quiet compromise spreads far. Jupiter Prime Training offers this course to the staff who keep those records honest.

Why Bookkeeping Ethics and Professional Conduct Matters Now

Three groups shape bookkeeping conduct today. Business owners and managers sometimes press staff to delay an invoice, reclassify a personal cost or smooth a month's results. Clients of outsourced bookkeepers share bank access, payroll details and passwords, so confidentiality now covers digital access as much as paper files. A bookkeeper who can recognise a threat, apply a safeguard and record the reasoning protects the employer and the client; one who gives way quietly exposes both to loss and dispute. The course rests on the fundamental principles found in professional accounting codes, described in general terms.

Who Gains Most from Bookkeeping Ethics and Professional Conduct

- Bookkeepers responsible for recording transactions for employers or outside clients
- Accounts assistants responsible for payroll, expenses and supplier payments
- Staff responsible for holding or paying out client money
- Freelance and practice bookkeepers responsible for client engagements and access rights
- Accounts staff responsible for keeping and disposing of financial records

Small bookkeeping practices and in-house accounts teams gain most when several members attend together and agree how to raise and record an ethical concern.

Bookkeeping Ethics and Professional Conduct Capabilities

Participants practise spotting the moment an instruction crosses a line and choosing a response they can defend later.

- Apply the fundamental principles to instructions from owners and managers — the employer
- Assess threats such as self-interest, familiarity and intimidation in daily postings — the practice principal
- Design safeguards for client money, bank access and payroll data — the client
- Weigh confidentiality against a duty to disclose suspected wrongdoing — the money laundering reporting contact
- Build an engagement checklist that defines scope, access and record handling — the new client
- Communicate a refusal to misstate figures calmly and in writing — the business owner

Key Bookkeeping Ethics and Professional Conduct Terms

- Integrity — being straightforward and honest in all professional and business relationships, including what is left out of the books
- Objectivity — keeping judgement free from bias, conflicts of interest or undue influence from others
- Confidentiality — not disclosing client or employer information without proper authority or a legal or professional right or duty
- Self-review threat — the risk of failing to spot errors in work a bookkeeper prepared earlier and now relies on
- Client money — funds held or controlled on behalf of a client, kept separate from the bookkeeper's own money
- Engagement letter — a written agreement setting out the services, responsibilities, access and limits of a bookkeeping assignment

Bookkeeping Ethics and Professional Conduct Day by Day

Day 1: Why Conduct Matters in the Ledger

- Fundamental Principles of Professional Codes — Anchoring Everyday Bookkeeping Choices
- Users of Bookkeeping Records — Seeing Who Relies on the Figures
- Employed Versus Practice Bookkeepers — Mapping Different Duties and Pressures
- Professional Competence and Due Care — Knowing When to Decline Work
- Case Patterns From Retail and Construction — Tracing How Small Compromises Grow

Day 2: Recognising Threats and Applying Safeguards

- Threats and Safeguards Approach — Classifying Self-Interest, Advocacy and Intimidation
- Conflicts of Interest Register — Disclosing Family, Supplier and Client Links
- Gifts and Hospitality Tests — Deciding What Can Be Accepted
- Self-Review Risks in Small Teams — Separating Preparation From Checking
- Ethical Decision Model — Steps From Facts to Documented Choice

Day 3: Confidentiality, Data and Client Money

- Confidentiality Boundaries — Handling Requests From Banks, Family and Former Clients
- Digital Access and Password Hygiene — Controlling Client Bank and Software Logins
- Client Money Accounts — Segregating, Reconciling and Reporting Held Funds
- Suspicious Activity Indicators — Recognising Unusual Cash and Transfer Patterns
- Internal Reporting Routes — Escalating Suspicions Without Tipping Off

Day 4: Pressure, Misstatement and Records

- Pressure to Misstate — Responding to Requests to Delay or Reclassify
- Year-End Cut-Off Manipulation — Spotting Inflated Sales and Hidden Costs
- Record Retention Schedules — Deciding What to Keep and How Long
- Disengagement and Handover — Ending a Client Relationship Properly
- Whistleblowing Options — Weighing Internal and External Disclosure Routes

Day 5: Practising the Decision Log and Checklist

- Dilemma Rehearsals — Applying Day 2 Threat Assessment to New Cases
- Client Money Reconciliation Drill — Applying Day 3 Segregation Rules
- Written Refusal Scripts — Applying Day 4 Responses to Pressure
- Engagement Checklist — Scope, Access, Retention and Exit Terms
- Ethics Decision Log — Completed Entries With Reasoning and Outcome

Applying Bookkeeping Ethics and Professional Conduct After the Course

- Record the next three questionable instructions in the ethics decision log with the threat, safeguard and outcome
- Use the engagement checklist to review one existing client file for access rights, retention and agreed scope

Bookkeeping Ethics and Professional Conduct Questions FAQ

What is Bookkeeping Ethics and Professional Conduct and why does it matter now?

It is the set of principles and habits that keep a bookkeeper honest, confidential and objective. It matters now because owners, lenders and authorities act on records that bookkeepers often keep with little supervision.

Which roles gain most from Bookkeeping Ethics and Professional Conduct training?

Bookkeepers, accounts assistants and freelance or practice bookkeepers who handle client money, payroll data or owner instructions gain most.

How does Bookkeeping Ethics and Professional Conduct differ from a corporate governance course?

A governance course looks at boards and oversight; this course stays at the ledger: the instruction from an owner, the client password, the held funds.

What do you bring back from Bookkeeping Ethics and Professional Conduct training?

You bring back an ethics decision log with worked entries, an engagement checklist for client work and written responses for refusing pressure to misstate.

Bookkeeping Ethics and Professional Conduct: The Way Forward

The ethics decision log and engagement checklist give a bookkeeper and a practice principal a shared basis for the first decision on any doubtful instruction: proceed, apply a safeguard or decline. After its first month of use, revisit the entries that recur, because a repeated pressure usually points to a control or a client relationship that needs changing.