



PROFESSIONAL MENTORING & TRAINING - SAMPLE PROGRAM

- SCOPE**
- Training in key bookkeeping functions (including practical applications)
 - Complementary soft skills training (e.g. communication, problem-solving, accountability)
 - Coaching and support to address graduates' queries
- DURATION**
- Tailored to your needs.
- DELIVERY FORMAT**
- Tailored to your needs (generally includes face-to-face time *plus* email/telephone support)

Sample program topics

- Setting up and updating chart of accounts
- Setting up creditors and debtors
- Creating invoices (sales and expenses); understanding recipient-created tax invoices
- Reconciling bank feeds and transactions
- Allocating correct tax codes and understanding the differences between them
- Reconciling balance sheet accounts
- Understanding loan accounts, hire purchase, leasing agreements
- Employee legislation
- Processing payroll
- Asset registers and depreciation
- Accrual vs cash
- Preparing and lodging BAS

Contact me to learn more about a tailored program for graduates at your accounting practice



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