



QUILL CAPITAL PARTNERS

TASK OBJECTIVES

- Develop a strong foundational understanding of accounting principles, including double-entry bookkeeping, opening balances, and basic journal entries.
- Gain hands-on experience in managing control accounts, processing prepayments and accruals, and reconciling financial records with accuracy and consistency.
- Acquire practical skills in handling VAT, PAYE, and wage control accounts, ensuring compliance with statutory financial reporting standards.
- Learn to maintain and update the Fixed Asset Register, calculate depreciation using various methods, and assess gains or losses on asset disposals.
- Enhance problem-solving and decision-making abilities through real-world accounting scenarios, including month-end closing activities and financial adjustments.
- Build confidence in applying accounting techniques to support financial reporting, budgeting, and internal audits.



The training process is broken down into three levels:



1

LEVEL ONE

Provides foundational knowledge in accounting, covering essential tasks such as opening balances, journal entries, control accounts, and maintaining a fixed asset register. Participants develop accuracy in record-keeping and understand basic financial documentation processes.



2

LEVEL TWO

Introduces intermediate-level accounting practices including control account reconciliations, month-end adjustments, aged receivables/payables reporting, and payroll tax calculations. Participants gain confidence in applying accounting principles to real-world business scenarios.



3

LEVEL THREE

Focuses on advanced accounting applications such as full-cycle month-end closing, prepayments, accruals, asset disposals, and financial reporting. Participants refine their decision-making and analytical skills to ensure compliance and support financial strategy.

TASKS YOU WILL HANDLE

Opening Balances:

- Treat opening balances appropriately.
- Prepare journal entries for opening balances.

Loan Accounts:

- Manage director's loan accounts.
- Handle loan amortisation accounts

Debtors & Creditors Control Accounts and Aging:

- Reconcile debtors and creditors control accounts.
- Generate aged debtors and aged creditors reports for effective credit control.

VAT, PAYE & Wages Control Accounts:

- Reconcile the VAT, PAYE, and wages control accounts.

Month End Adjustments and Journals:

- Prepare month end adjustments and journals.
- Post the necessary month end adjustments and journal entries

Prepayments and Accruals:

- Record journal entries for prepayments and accruals.
- Make adjustment journal entries for accruals as required.

Fixed Assets:

- Maintain the organisation's Fixed Asset Register.
- Calculate depreciation using different methods.
- Understand and determine gains and losses on disposal of fixed assets.