

## Introduction to Company Accounts

Demystify accounts and accounting procedures with this practical introduction to company accounts. The programme takes you from basic debits and credits to the preparation of simple financial statements, showing you the importance of accurate information and how to interpret a set of accounts.

### What will you gain?

- General understanding about accounting principles.
- Knowledge about how to interpret a set of accounts.
- Confidence to find out more about credit risk analysis.

### Who is it for?

The training is designed for trade credit staff with little or no prior knowledge of accounts but who are involved in cash allocation or account reconciliation. The programme is a useful introduction if you are working in a computer environment and need a better understanding about the underlying principles of the accounting process.

### What will it cover?

- Principles of book-keeping
- Building a set of accounts
- Reconciling sales ledger accounts
- Sources of information
- Interpretation of accounts
- Warning signs, credit limits and minimising the risk

### Assessment

Questionnaire six weeks after training so you can check progress with your action plan.

**Duration** 1 day

**Code** S103

**Recommended next courses:**

**Introduction to Credit Risk Assessment**

**Credit Risk Analysis**

**CICM qualification:  
Accounting Principles unit**

### Training options



**In-company training**

“ Feel more confident now about looking at accounts. ”

Credit Controller, Utilities

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**The Recognised Standard**

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