



babington

# Accountancy for Beginners

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# Develop new skills and begin your journey in accountancy

**In world of rapidly and continuously changing industry requirements, Babington is committed to Developing Better Futures by helping you to adapt, change and thrive in a revolutionised and modern workplace.**

Develop a deeper understanding of the role of an accountant in this fully endorsed Skills Bootcamp 'Accountancy for Beginners'. Designed to help individuals enter the accountancy industry and progress into an apprenticeship or career, this programme forms part of the Government's Lifetime Skills Guarantee and Plan for Jobs.

Whether you are a school leaver or looking to change career, this skills bootcamp will instil the principles and working practices required to enter an accountancy role.

SS

My trainer who I worked with during my time on programme was excellent, she constantly pushed me to do the best I could and worked with me to help me achieve my result. She also helped my development as a person by giving me advice and going the extra mile to ensure I achieved success.”

SS





# What is the Accountancy for Beginners Skills Bootcamp and is it right for me?

**The pandemic has revolutionised the way that organisations operate and so the role of an accountant has become much broader, with analytical skills, commercial awareness, and business partnering now representing key responsibilities within an organisation.**

This new and exciting Skills Bootcamp, part of the Government's Lifetime Skills Guarantee and Plan for Jobs, is part of a free pilot scheme that has been rolled out across the nation from 2021, and is open to anyone aged 19\* and over.

The Accountancy for Beginners Skills Bootcamp is perfect for those considering a career in accountancy to develop the basic skills required to enter the industry and understand more about a long term role within the accountancy sector.

The Skills Bootcamp will enable you to understand the documents, terminology and technical skills required as an accountant, with an end goal of being considered for opportunities to progress your career.

*\* Payments to those in receipt of JSA or Universal Credit will not be affected by taking the Skills Bootcamp for its full duration.*



# What will I achieve?

**Babington is committed to delivering real-life skills; those needed by employers right now, and to prepare you with the foundational skills needed to become an accountant.**


















Babington has connections with many employers who are looking for new talent and can provide pathways into real jobs. We advertise over 200 live roles a month and support learners with interview preparation to help you perform at your best.

This Skills Bootcamp will provide a true introduction into the role of an accountant and develop the fundamental skills and knowledge required when considering a longer term career, or applying for your first role as an accountant. This programme will allow you to confidently advertise your suitability for roles when you've completed the course.

# Learning Content

Within your 12-week programme you will be expected to commit the relevant time to your study as outlined adjacently.

Learners must have access to their own IT equipment and to the internet, as all sessions will take place online.

<p><b>Week 1</b></p> <p><b>Induction Day</b></p> <ul style="list-style-type: none"> <li>• Programme overview</li> <li>• Introduction to finance</li> <li>• Introduction to Accountancy</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 2</b></p> <p><b>Bookkeeping</b></p> <ul style="list-style-type: none"> <li>• Bookkeeping</li> <li>• VAT</li> <li>• Double entry bookkeeping</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 3</b></p> <p><b>Budgets and Costs</b></p> <ul style="list-style-type: none"> <li>• Introduction to budgets</li> <li>• Costs terminology and behaviours</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 4</b></p> <p><b>Financial Statements</b></p> <ul style="list-style-type: none"> <li>• Profit and Loss, income and expenses</li> <li>• Balance sheet, understanding capital expenditure, assets and liabilities</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 5</b></p> <p><b>Cash</b></p> <ul style="list-style-type: none"> <li>• The importance of cash</li> <li>• Preparing a cash budget</li> <li>• Cash flow forecasting</li> </ul> <p><b>Duration: 1 Day</b></p> 
<p><b>Week 6</b></p> <p><b>Accountancy Tools</b></p> <ul style="list-style-type: none"> <li>• An introduction to common software tools used in accountancy</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 7</b></p> <p><b>Spreadsheets</b></p> <ul style="list-style-type: none"> <li>• Spreadsheets and their use in accountancy</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 8</b></p> <p><b>CV writing and Interview Preparation</b></p> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 9</b></p> <p><b>Ethics</b></p> <ul style="list-style-type: none"> <li>• Understanding financial regulations</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 10</b></p> <p><b>Communication and Remote Presentation Skills</b></p> <ul style="list-style-type: none"> <li>• Support and guidance for presentation skills</li> </ul> <p><b>Duration: 1 Day</b></p> 
<p><b>Week 11</b></p> <p><b>Project Presentation</b></p> <ul style="list-style-type: none"> <li>• Demonstrating the four financial statements in action</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 12</b></p> <p><b>Completion</b></p> <ul style="list-style-type: none"> <li>• Synoptic assessment - discussion based on learning</li> <li>• Meaningful feedback</li> <li>• Certification</li> <li>• Progression planning</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Key</b></p>  <ul style="list-style-type: none"> <li> <b>Workshop</b></li> <li> <b>E-Learning</b></li> <li> <b>Reflection-led learning</b></li> <li> <b>1-2-1 Progress Reviews</b></li> </ul>		



# Overview



## Start Dates

The next bootcamp start dates can be found [here](#).



## Duration

12 weeks; typically between 8-12 learning hours per week, inclusive of self study time.



## Delivery

Blended, virtual classroom.



## Progression Opportunities

An advanced level apprenticeship, further learning, entry-level roles within accountancy.



## Entry Requirements

Open to all learners 19+ with access to online learning and a commitment to develop your skills over 12 weeks

**Find out more about Skills Bootcamps.**

Programmes are free for learners.

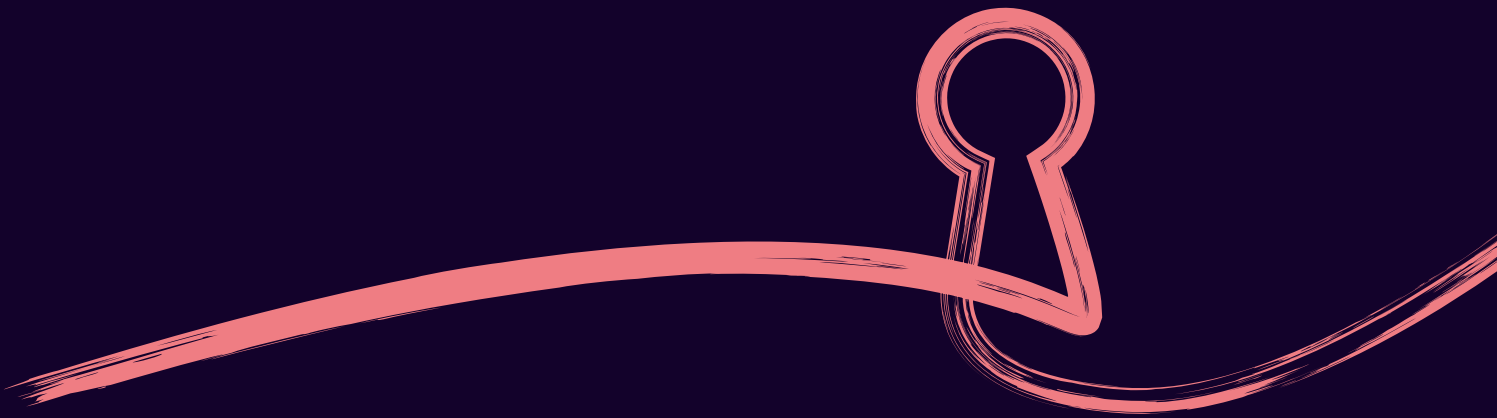
**Explore Skills Bootcamps**



Funded by



Department  
for Education



Ready to develop  
your accountancy  
skills?

## CONTACT US

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