



*Training Course:
Certificate in Accounting Operation*

*15 - 19 September 2025
London (UK)
Landmark Office Space - Portman Street*

Training Course: Certificate in Accounting Operation

Training Course code: FI235316 From: 15 - 19 September 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 5500 € Euro

Introduction:

Welcome to the Certificate in Accounting Operation program, proudly designed and offered by Global Horizon Training Center. This program is meticulously crafted to provide participants with a comprehensive understanding of accounting operations, ensuring they gain the necessary skills and knowledge to excel in the field of accounting. Global Horizon Training Center is committed to delivering top-notch training programs that empower individuals with practical expertise and contribute to their professional success in the dynamic world of finance.

Objectives:

- Equip participants with foundational knowledge in accounting principles and practices.
- Provide hands-on training in using accounting software for efficient financial management.
- Develop proficiency in preparing financial statements and reports.
- Enhance skills in budgeting and financial analysis.
- Foster an understanding of ethical considerations and compliance in accounting operations.

Target Audience:

This program is ideal for individuals seeking a career in accounting or those already working in entry-level accounting roles. It is suitable for recent graduates, finance professionals, and anyone aiming to enhance their accounting knowledge and skills.

Outlines:

Day 1: Introduction to Accounting Principles

- Basics of accounting: concepts and principles
- Double-entry accounting system
- Accounting equations and transactions
- Introduction to accounting software

Day 2: Using Accounting Software

- Overview of popular accounting software

- Practical training in using accounting software
- Data entry and recording transactions
- Generating financial reports

Day 3: Financial Statements and Reports

- Understanding income statements, balance sheets, and cash flow statements
- Preparation of financial statements
- Analysis and interpretation of financial reports

Day 4: Budgeting and Financial Analysis

- Importance of budgeting in accounting operations
- Creating and managing budgets
- Financial analysis techniques
- Key performance indicators KPIs in accounting

Day 5: Ethical Considerations and Compliance in Accounting

- Ethics in accounting operations
- Compliance with accounting standards and regulations
- Internal controls and risk management

Registration form on the Training Course: Certificate in Accounting Operation

Training Course code: FI235316 **From:** 15 - 19 September 2025 **Venue:** London (UK) - Landmark Office Space - Portman Street **Training Course Fees:** 5500 € **Euro**

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.