

Finance & Admin Courses

All Arms Basic Bookkeeper Course No: 420/084

Aim of Course	Outline of Syllabus	Remarks
<p>To provide training in the principles and maintenance of Non Public Basic Bookkeeping and the basic principles of auditing.</p>	<ul style="list-style-type: none"> • Status of Service Funds • Entering of Financial Transactions • Maintenance of Subsidiary Books • Compilation of Profit Forecasts • Cash Flow Statements • Auditing Service Funds Accounts. 	<p>This course is a pre-requisite for attendance on the Regimental Administrative Officers Course and the Regimental Accountants Course.</p>

Rank Range	Entry Standards	Duration	Qualifications gained	Frequency
<p>Officers, Warrant Officers and Senior Non Commissioned Officers</p>	<p>IELTS level 6.5</p>	<p>8 days</p>		<p>26 courses per year</p>

Contacts	IDT(A)1	IDT(A)2	IDT(A)3	IDT(A)
	<p>Tel: +44 1980 615629 email: idta1-ops@artd.mod.uk</p>	<p>Tel: +44 1980 615624 email: idta2-ops@artd.mod.uk</p>	<p>Tel: +44 1980 615685 email: idta3-ops@artd.mod.uk</p>	<p>Fax +44 1980 618079</p>