

## What is the course about?

This four-week introductory course is designed for adults who want to gain a practical understanding of bookkeeping and accounting processes. It is ideal for beginners, those returning to work, small business owners, or anyone wanting to build confidence in finance administration.

The course provides a simple introduction to bookkeeping principles, manual record keeping, and the use of digital accounting software. Students will learn how financial records are created, maintained and checked, as well as how bookkeeping supports businesses in managing income, expenditure, and cash flow.

## Why should I choose the course?

This part time adult course offers students the opportunity to:

- Gain confidence in basic bookkeeping processes
- Understand the role of a bookkeeper within a business
- Learn how to record income and expenditure accurately
- Develop practical skills using bookkeeping documents and records
- Improve employability in administration, finance, and small business roles
- Prepare for progression onto further bookkeeping or accounting study.

This course is particularly suitable for:

- Beginners with no previous bookkeeping experience
- Adults returning to work
- Self-employed individuals or small business owners
- Those considering a future career in finance or administration
- Anyone wanting to improve their confidence with numbers and accounts.

## What will I learn?

During this short course, students will cover four topics.

### Week 1 – Introduction to Bookkeeping

- Understanding the role of a bookkeeper
- Basic financial terminology
- Income, expenditure, assets, and liabilities
- Introduction to bookkeeping records and documents



## Week 2 – Cash and Bank Transactions

- Recording money in and money out
- Understanding receipts, payments, and petty cash
- Using cash books and bank records
- Introduction to bank reconciliation

## Week 3 – Sales and Purchase Records

- Understanding invoices, credit notes, and receipts
- Recording customer and supplier transactions
- Sales ledger and purchase ledger basics
- Trading for cash and trading on credit

## Week 4 – Introduction to Double Entry Bookkeeping

- Understanding the dual effect of transactions
- Debits and credits explained simply
- Recording transactions accurately
- Checking for errors in bookkeeping records.

# What will the course lead on to?

This part time bookkeeping course can help students progress onto:

- Further bookkeeping or accounting courses
- Xero certification or software training
- Employment in entry-level finance or administration roles
- Self-employment or small business bookkeeping.

Possible job roles may include:

- Trainee Bookkeeper
- Finance Assistant
- Accounts Administrator
- Accounts Junior
- Purchase Ledger Clerk
- Sales Ledger Clerk
- Administrative Assistant.

[Click here to discover further accountancy and bookkeeping courses for adults at Warrington & Vale Royal College.](#)

# Are there any links with industry and university?

Our tutors are highly experienced professionals with strong links to the industry. Students will benefit from these valuable connections and insights.

# What support is available?

Students can access learning support if required and will receive guidance from tutors throughout the course. Support may also be available with progression opportunities, CV writing and employment advice.



**Warrington  
& Vale Royal  
College**

Warrington Campus  
Winwick Rd, Warrington WA2 8QA

 [wvr.ac.uk](http://wvr.ac.uk)

 01925 494 494

Winsford campus  
Weaver St, Winsford CW7 4AH

 [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk)

We have a team of staff dedicated to providing learning support if required, as well as a Wellbeing Team that is on hand to offer guidance, support and help when needed. Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college.

## Why should I choose to study the course at Warrington & Vale Royal College?

This adult course provides a friendly and supportive introduction to bookkeeping. Students will leave with greater confidence, practical knowledge, and an understanding of how bookkeeping is used in the workplace.

## What are the entry requirements?

There are no formal entry requirements for this adult course. Students should have basic English and math's skills and a desire to learn the basics of bookkeeping.

## What are my funding options?

For further information on funding please contact Learner Services on 01925 494400 or email [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk)



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