



APPLICATION FORM



Online Course

"ACCOUNTING FOR NON-ACCOUNTANTS"

ENROL ON THE COURSE:

 info@iq-partnership.com

 +357 96 60 97 21

COURSE DATES:

Starts 01 December, 2021

5 days (19 hours)

COURSE PACKAGE:

- Educational Material shared via Google Drive
- E-Kit with documents and step-by-step instructions to complete
- E-calendar with Tax Dates
- Budgeting Tools Set
- Practical Exercises
- Feedback support & guidance
- Certificate of Completion

COST:

 HRDA €222 (+VAT)

- Non-HRDA €545 (+VAT)

TARGET:

- Owners of SME
- Managers without finance background
- Self-employed individuals
- Anyone planning to start a business

MODULE 1:

- Introduction to accounting
- Basic accounting terminology

MODULE 2:

- Accounting documents
- Filing system
- Legal requirements

MODULE 3:

- Income forecast
- Expense planning
- Cash flow budget

MODULE 4:

- Financial Statements & how to read it
- Legal obligations

MODULE 5:

- Types of taxes
- Corporation tax: how to calculate
- VAT: how to complete and submit
- Deadlines

☐ Self-employed

☐ Unemployed

☐ Employed

☐ Student

Company details for employed attendees (company):

Company name:

Address:

Contact person & Tel:

Email:

Employed attendee details:

Name:

Surname:

Job title:

Tel.:

Email:

Date:

Signature:



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Self-employed attendee details:

Name: Surname:

Field of business:

Tel.:

Email:

Date: Signature:

Student attendee details:

Name: Surname:

Residence:

University:

Program: ☐ Bachelor ☐ Master ☐ PhD

Major:

Tel.:

Email:

Date: Signature:

Unemployed attendee details:

Name: Surname:

Tel.:

Email:

Date: Signature: