

Applying for this Course:

To apply for this course you should be 16 years of age or older and hold a MQF Level 3 qualification in Accounts. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, 111 Far BBG3000.

On successful completion of the General Education Award in Advanced Business Accounting, the learner will be able to:

- ✓ Perform branch accounting exercises to record, report and process a department's accounts
- ✓ Collaborate with supervisors/managers to ensure that the profit figure is free of typical accounting errors
- ✓ Cooperate with supervisors/managers in control accounts tasks, to be able to reconcile between schedules of debtors/creditors and control accounts balances
- ✓ Comply with appropriate accounting procedures when preparing incomplete accounts, to calculate the stock lost in fire or theft for insurance claims
- ✓ Deal with data regarding life membership, joining fees and other special funds correctly when working on final accounts used by clubs and societies
- ✓ Monitor the company's pricing policy
- ✓ Deal with the distribution of shares according to company policies and accounting procedures
- ✓ Deal with the issue of debentures, such as bonds and loan stocks, according to company policies and accounting procedures
- ✓ Deal with hire purchase and leasing transactions whilst complying with company policies and procedures
- ✓ Collaborate with supervisors/managers to ensure the smooth consolidation process of a financial group account when involved in the merger of small companies into a group
- ✓ Perform total absorption cost and marginal cost exercises to calculate manufacturing overheads and the additional costs required to produce goods or render a service
- ✓ Carry out job costing and process costing exercises to calculate the cost of labour involved to manufacture goods in batch or individually
- ✓ Complete break-even analysis exercises for a given company
- ✓ Cooperate with supervisors/managers in tasks to control expenditures income and cash budgets within a particular time period and in relation to a given company Deal with tasks involving variance analysis, to assist concerned managers in evaluating the differences between group means and their associated procedures
- ✓ Deal with tasks involving capital expenditure appraisal to assist concerned managers with determining the firm's long term investments that are needed to be competitive
- ✓ Comply with the Standard Accounting Practices and the International Financial Reporting Standards requirements, to follow a common method on presenting accounting reports
- ✓ Collaborate with supervisors/managers in assessments and estimations of costs using standard costing techniques
- ✓ Carry out company accounts exercises

The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 4 ECVET points are assigned.