

Applying for this Course:

To apply for this course you should be 16 years of age or older and hold a qualification in Accounts and be IT literate. 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, 11100.

On successful completion of this Course in SAGE 50 – Stage 3, the learner will have theoretical and/or practical knowledge of :

- ✓ Credit Control reporting
- ✓ Credit Control documentation and communication
- ✓ Credit Control Management
- ✓ Cash Flow Forecast
- ✓ Financial Reporting
- ✓ Departments and Budgets
- ✓ Microsoft Excel integration
- ✓ Bank reconciliation
- ✓ Fixed Assets
- ✓ Prepayments and Accruals
- ✓ VAT Return preparation
- ✓ VAT Return
- ✓ Financial Year End