

ACCOUNTS ADMINISTRATION CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Accounts Administration Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Accounts Administration Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across
global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL
ASSOCIATION

sitel
group

@ignify

Atos

LEAR
CORPORATION

Importance of Accounts Administration Training

- ✓ Accounts Administration is an important part of financial management, characterized by the effective management and monitoring of accounting functions and processes within an organization. Certification in Accounts Administration allows professionals to benefit from unlimited opportunities as it equips individuals with the required knowledge and skills in Accounts Administration. It validates the candidate's tactical and strategic knowledge, ensuring they meet the operational standards expected of accounts administrators. Accounts Administration Certification opens the door to higher positions in accounting and finance. It provides them with a competitive advantage.
- ✓ Certified Accounts Administrator Course provides professionals with the fundamental knowledge and abilities needed for accounts administration and financial management. It covers essential accounting principles, bookkeeping, financial reporting, and administrative best practices. Participants gain a deep understanding of key concepts such as budgeting, cost management, and payroll processing. This helps to manage and optimize accounting processes, making them valuable assets in their professional roles.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Accounts Administration Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand accounts administration can enroll in the Accounts Administration Training course.

ACCOUNTS ADMINISTRATION CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Accounts Administration Training

Lesson 01 – Introduction to Accounts Administration

1.	Overview of Accounts Administration
2.	Key Responsibilities of an Accounts Administrator
3.	Essential Skills and Qualities

Lesson 02 – Financial Basics

1.	Understanding Financial Statements
2.	Basic Accounting Principles
3.	Bookkeeping Essentials

Syllabus of Accounts Administration Training

Lesson 03 – Managing Accounts Receivable

1.	Invoicing and Billing Procedures
2.	Credit Management and Collections
3.	Handling Customer Payments

Lesson 04 – Managing Accounts Payable

1.	Processing Vendor Invoices
2.	Payment Processing
3.	Reconciliation and Reporting

Syllabus of Accounts Administration Training

Lesson 05 – Financial Planning and Budgeting

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| 1. | Overview of Financial Planning |
| 2. | Budgeting Techniques |
| 3. | Preparing Budgets |
| 4. | Financial Decision Making |

Lesson 06 – Financial Software and Tools

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| 1. | Overview of Accounting Software |
| 2. | Using Spreadsheets for Accounting Tasks |
| 3. | Implementing Financial Controls |

Syllabus of Accounts Administration Training

Lesson 07 – Regulatory Compliance and Ethics

1.	Understanding Financial Regulations
2.	Data Protection in Financial Operations
3.	Ethical Considerations in Accounts Administration

Lesson 08 – Reporting and Analysis

1.	Generating Financial Reports
2.	Analysing Financial Performance
3.	Preparing for Audits

Exam Format of Accounts Administration Certification

Examination Format	
Exam Name	Accounts Administration Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Accounts Administration, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Accounts Administration exam.

Contact Us

support@unichrone.com



<https://unichrone.com/>

