Basic Bookkeeping and Invoice Processing for Office Administrators

Office Administration

Course Overview

Basic Bookkeeping and Invoice Processing for Office Administrators: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Basic Bookkeeping and Invoice Processing for Office Administrators
- Apply practical tools and techniques for Basic Bookkeeping and Invoice Processing for Office Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Basic Bookkeeping and Invoice Processing for Office Administrators in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Foundations of Basic Bookkeeping and Invoice Processing for Office Administrators: principles, terminology and context
2. The business case: why Basic Bookkeeping and Invoice Processing for Office Administrators matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Harare	**$1,650**
23 to 27 Nov 2026	Cairo	**$1,650**
7 to 11 Dec 2026	Windhoek	**$1,650**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.