



# Manual Bookkeeping

QUALIFICATIONS

## IAB Level 1

### Award in Bookkeeping

Suitable for learners wanting an introduction to the process of keeping double entry records, preparing reconciliations and a trial balance.

## IAB Level 3

### Certificate in Bookkeeping & Accounting

Introduces the learner to the process of making accounting adjustments in the preparation of financial statements and the complexities of preparing financial statements from double entry and incomplete records for sole traders, partnerships and not for profit clubs and societies.

## IAB Level 2

### Certificate in Bookkeeping

Provides the underpinning knowledge and skills necessary for the purpose of carrying out a range of day-to-day bookkeeping routines and activities using a sub-divided double entry bookkeeping system up to trial balance stage.

SCQF

## IAB Level 4

### Certificate in International Accounting Standards and IFRS

Learners who complete the qualification successfully will be able to demonstrate a sound knowledge of the regulatory and conceptual frameworks that are fundamental to the preparation of financial statements for limited companies.

# Manual Bookkeeping Past Papers

**G Orfield**



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