



CENIT
COLLEGE

SKILLS
FOR LIFE

Digital Skills for Accountancy

RQF Level 3

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Part of the DfE Skills Bootcamp

In a business world shaped by automation, remote work, and evolving financial regulations, **Cenit College is committed to helping organisations stay ahead by Developing Better Futures.** We equip your workforce with the skills needed to navigate complexity, embrace innovation, and drive financial performance with confidence.

Our **DfE-funded Skills Bootcamps in Accountancy** form part of the Government's **Lifetime Skills Guarantee and Plan for Jobs**, created to boost productivity, enhance staff retention, and support long-term business growth through targeted upskilling.

Whether in **finance, operations, payroll, or business support**, this Bootcamp empowers professionals with the core principles of accountancy, financial analysis, budgeting, and reporting. Learners gain practical, job-ready skills using industry-standard tools and frameworks—enabling them to deliver greater accuracy, strategic insight, and value to your organisation. This is more than just financial training—it's an investment in your business's future success.



What is the Digital Skills for Accountancy Bootcamp

This pilot scheme is being rolled out to help businesses nationally access training that will upskill their employees in the use of digital technology, and is suitable for:

- ✓ Individuals who require an update to their knowledge and skills, or refresh their skills aligned to the principles required of a modern day accountant. This may be due to a career break or suitable for those that require continuous professional development as part of their own development programmes.
- ✓ Learners with a basic understanding of accountancy practices and looking to sharpen their current skills or considering role progression.
- ✓ Organisations experiencing significant changes in resources, due to the impact of Covid 19, and are looking for a skilled workforce that can adapt to those changes.
- ✓ Organisations needing to enhance their workforces to keep their staff on the cutting-edge in an ever-changing digital marketplace.

Employers wishing to access Skills Bootcamps will need to contribute 10% to 30% of the costs with the remainder fully funded.



Options for Employers

These DfE Skills Bootcamps in Digital Skills for Accountancy are part of the Government's Lifetime Skills Guarantee and Plan for Jobs; designed to sustain business a Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs.

UPSKILLING YOUR TEAM

- **Affordable:** Only 10% to 30% contribution for comprehensive 12 weeks live sessions training.
- **Flexible:** Part-time - 1 day a week
- **Government Funded:** Up to 90% of the costs covered.
- **Immediate Application:** Apply new skills directly to their role.
- **Supportive:** Experienced tutors and extensive resources.
- **Networking:** Connect with professionals and peers.
- **Personal Growth:** Enhance professional and personal development.

FREE RECRUITEMENT SERVICES

- **Free Recruitment Service:** Access our recruitment services at no cost.
- **Screening Provided:** We handle the initial screening of candidates.
- **Access to Talent Pool:** Choose from a pool of skilled graduates.
- **Qualified Candidates:** Select from graduates trained in relevant skills.
- **Time-Saving:** Streamline your hiring process with pre-screened candidates.
- **Custom Matching:** Find candidates that meet your specific requirements.
- **Diverse Talent:** Access a diverse range of qualified individuals.
- **Supportive Process:** Benefit from our expertise and support throughout the hiring process.
- **Enhanced Hiring:** Improve your recruitment efficiency and outcomes.
- **Immediate Availability:** Quickly fill roles with ready-to-work graduates.



Programme Objectives

Designed to support employees from both large organisations and SMEs, the Skills Bootcamp content focuses on the areas our employer partners have told us will make the most difference to their business success.

1. Demonstrate an understanding of the fundamental principles, concepts and practices of accounting and basic bookkeeping techniques that will qualify them to apply for an entry level position.
2. Develop technical proficiency in using Sage50 accounting Software for various tasks such as bookkeeping, financial analysis and reporting.
3. Apply bookkeeping knowledge by recording financial transactions, maintaining ledgers, reconciling accounts and preparing financial reports using Sage50 software.
4. Acquire an understanding of accounting, which can be beneficial for personal finance management, entrepreneurship, investment decisions and an understanding of business operations in various fields.
5. Utilize advanced spreadsheet functions and formulas to analyze financial data and create comprehensive reports
6. Understand the key concepts of spreadsheets and how Excel can assist finance professionals to analyse financial data, such as revenue, expenses, and cash flow, as well as to analyse non-financial data, such as customer data or market research.
7. Use available Help resources and shortcuts to enhance productivity in an office environment.
8. Recognize good practice in inserting, editing and deleting data.
9. Apply a range of mathematical and logical functions and formulas.

Learning Plan

Weeks 1 to 12

Throughout this 12-week programme, you will cover a range of core accountancy skills and concepts, each aligned with industry standards. Here are the learning outcomes you will achieve by the end of each module:



- **Understand Key Accountancy Principles:** Learn foundational bookkeeping concepts including double entry accounting, maintaining accounting ledgers, reconciling accounts and understanding financial reports.
- **Use Sage Accounting Software Proficiently:** Gain hands-on experience with Sage to perform essential accounting tasks such as recording transactions, generating financial reports, and managing client accounts.
- **Create and Manage Financial Documents:** Develop skills in preparing key accounting documents like profit and loss statements, VAT returns, and balance sheets.
- **Work with Period End Tasks & Reconciliations:** Understand how to handle period-end accounting processes, including returns, reconciliations, and the preparation of financial statements.
- **Manage Stock Control & Invoicing:** Learn how to handle stock control, process invoices, and manage payments and receipts using Sage.
- **Career Development:** Build essential career planning skills, such as crafting a strong CV, improving interview techniques, and gaining a deeper understanding of the accounting job market.



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Let us help you achieve great things

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I recently completed the Accountancy Bootcamp in March, and I couldn't be happier with my experience.

The course was comprehensive and well-structured, encompassing all the essential skills needed to excel in the field. The instructors were not only knowledgeable but also approachable, offering valuable insights into real-world applications.

What truly stood out about the Bootcamp was its focus on broader skills development within the accounting profession, including critical thinking and problem-solving.

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