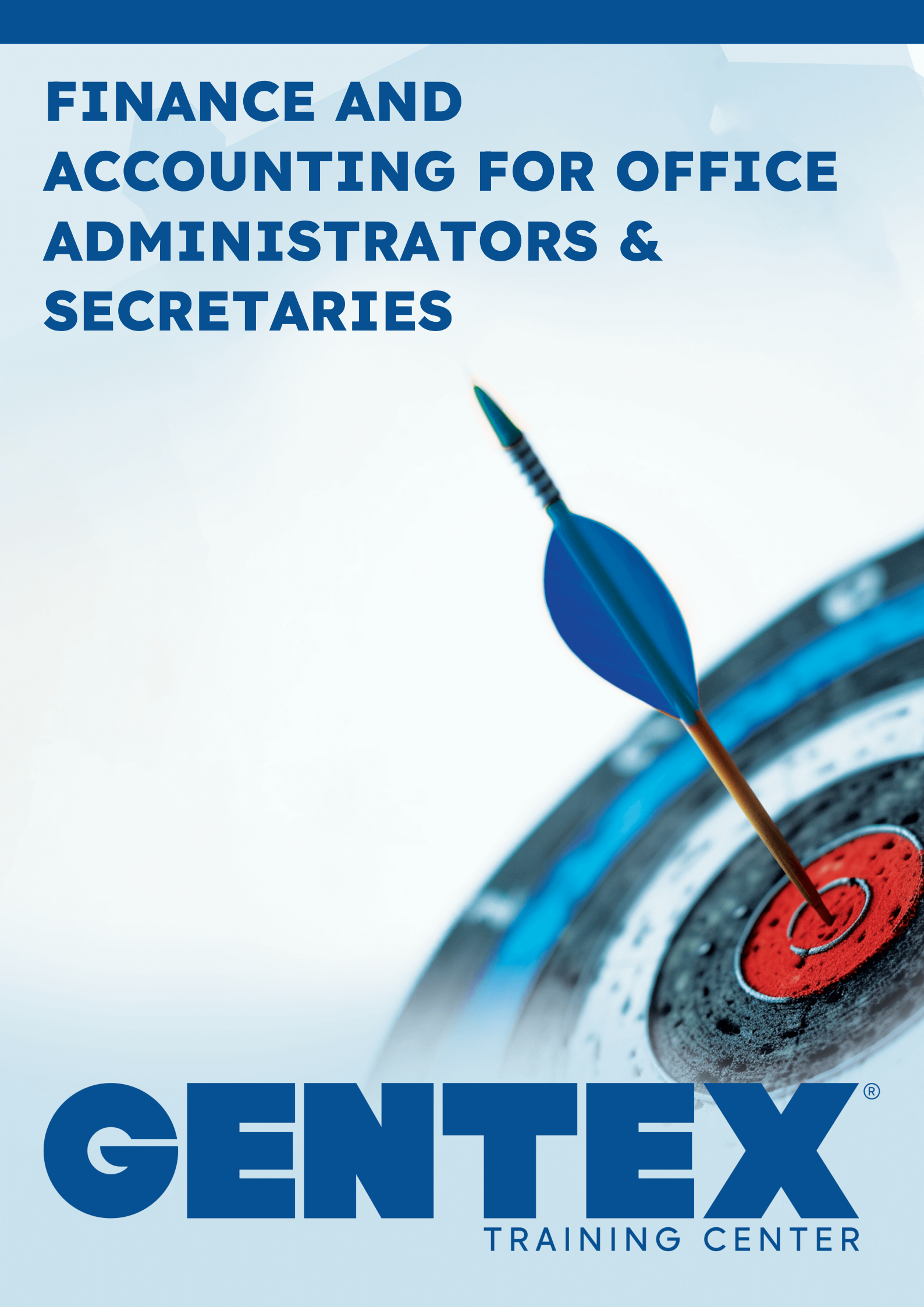
FINANCE AND ACCOUNTING FOR OFFICE ADMINISTRATORS & SECRETARIES



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Finance and Accounting for Office Administrators & Secretaries Training Course builds the financial awareness that administrative and secretarial professionals need to support financial work accurately. Administrators handle invoices, purchase requests, expense claims, budget records, and supplier correspondence every day. Those tasks touch the accounting system directly, and small errors there cost the organisation money and time. This course develops the practical understanding that prevents those errors. It covers financial documents, basic accounting, and budgeting support. Furthermore, it applies invoice processing, expense control, and payment routines. In addition, it develops records, reporting, and internal control awareness. As a result, participants perform financial administrative duties with confidence and precision.

Finance and Accounting for Office Administrators & Secretaries Course Objectives

- Explain basic accounting concepts and the accounting cycle.
- Identify financial documents: invoices, receipts, and statements.
- Interpret the three primary financial statements at a working level.
- Process purchase requests, invoices, and expense claims accurately.
- Apply payment routines, approval limits, and authorisation controls.
- Support budget preparation and monitor budget usage.
- Apply records management and document retention standards.
- Recognise internal control points and fraud red flags.
- Prepare basic financial reports and reconciliations support.
- Communicate effectively with the finance department on financial matters.

Course Methodology

- Interactive lectures with real administrative finance cases.
- Document processing and coding workshops.
- Budget monitoring and expense control exercises.
- Records, control, and reporting practice.
- Structured peer review with facilitator feedback on process routines.

Who Should Take This Course

- Office administrators and administrative assistants.
- Executive and personal secretaries.
- Office managers and front-office coordinators.
- Receptionists handling financial documents.
- Administrative staff supporting finance teams.
- Junior staff in accounts payable or receivable roles.

Finance and Accounting for Office Administrators & Secretaries Course Outlines

Day 1: Accounting Basics for Administrators

- Accounting purpose, users, and key terminology.
- The accounting cycle from transaction to reporting.
- Debit and credit basics in simple terms.
- Types of accounts and the chart of accounts.
- Accrual versus cash accounting concepts.
- Common accounting documents and their flow.
- Case study: tracing a purchase through the accounting records.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Financial Documents and Processing

- Purchase requests, purchase orders, and goods receipt notes.
- Supplier invoices, credit notes, and statements.
- Three-way matching and invoice approval workflow.
- Expense claims, receipts, and supporting documents.
- Petty cash handling and reimbursement routines.
- Document coding, cost centre allocation, and filing.
- Workshop: processing an invoice and expense claim correctly.

Day 3: Payments, Banking, and Controls

- Payment methods: transfers, cheques, and online payments.
- Payment run schedules and supplier payment terms.
- Bank reconciliation support and statement review.
- Approval limits, authorisation matrix, and segregation of duties.
- Fraud red flags in invoices, claims, and supplier data.
- Record keeping for audit and inspection readiness.
- Workshop: preparing a payment schedule and control checklist.

Day 4: Budgeting and Expense Monitoring

- Budget purpose and the annual planning cycle.
- Budget categories and cost centre structure.
- Monitoring expenditure against budget.
- Variance basics and reporting to managers.
- Purchase requisition and commitment tracking.

- Cost-saving awareness in office administration.
- Workshop: preparing a departmental budget monitoring sheet.

Day 5: Financial Reporting and Communication

- Preparing simple financial summaries and reports.
- Reconciliation support and documentation standards.
- Filing systems, digital records, and retention rules.
- Communicating with finance and auditors professionally.
- Confidentiality, data protection, and ethical conduct.
- Time management for financial administrative tasks.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Finance and Accounting for Office Administrators & Secretaries, participants will gain a thorough understanding of accounting basics, financial document processing, payments and banking controls, budgeting and expense monitoring, and financial reporting and communication. They will also acquire practical skills in basic accounting and financial documentation, invoice and expense processing and payment control, budget monitoring and cost centre tracking, and financial records management, reporting and internal control awareness. In addition, the course prepares them to handle financial administrative duties accurately and support their finance colleagues effectively. Gentex Training Center delivers this programme with a strong focus on practical administrative finance and control-aware routines.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

FAQs for Finance and Accounting for Office Administrators & Secretaries course

Q1 What is the "Finance and Accounting for Office Administrators & Secretaries" course about?

It is a five-day programme on the financial duties an administrative or secretarial role handles. It covers accounting basics, financial document processing, payments and banking controls, budgeting and expense monitoring, and financial reporting and communication.

Q2 What are the key benefits of the "Finance and Accounting for Office Administrators & Secretaries" course?

Participants handle financial paperwork with fewer errors and fewer delays. The course improves document processing and coding accuracy, sharpens invoice and expense handling, strengthens payment and authorisation control awareness, improves budget monitoring practice, and raises records management and audit readiness.

Q3 What skills will I gain from the "Finance and Accounting for Office Administrators & Secretaries" course?

Participants gain basic accounting and financial documentation, invoice and expense processing and payment control, budget monitoring and cost centre tracking, and financial records management, reporting and internal control awareness. These four skills cover the practical core of financial administration work.

GENTEX® TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Finance and Accounting for Office Administrators & Secretaries" course?

The course covers accounting terminology and the accounting cycle, debit and credit basics, account types and chart of accounts structure, accrual versus cash accounting concepts, purchase requests, purchase orders and goods receipt notes, supplier invoices, credit notes and statements, three-way matching and invoice approval workflows, expense claims and supporting documentation, petty cash handling, document coding and cost centre allocation, payment methods including transfers, cheques and online payments, payment run scheduling and supplier payment terms, bank reconciliation support, approval limits and authorisation matrices, segregation of duties, fraud red flags in invoices and claims, record keeping for audit readiness, budget purposes and planning cycles, budget categories and cost centre structures, expenditure monitoring against budget, variance basics, purchase requisition and commitment tracking, filing systems and digital records, retention rules, confidentiality and data protection standards, and financial communication practice.

Q5 How is the "Finance and Accounting for Office Administrators & Secretaries" course applied in real-world practice?

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Participants apply the methods to real administrative finance routines. They trace transactions through the accounting records, process purchase requests and orders, match invoices three ways, verify expense claims and receipts, handle petty cash, code documents to the right cost centres, prepare payment schedules, review bank statements for reconciliation support, monitor departmental budgets against actual spend, track commitments, file and retain documents to standard, and prepare simple financial summaries for managers. Many leave with a document processing checklist, a budget monitoring sheet, and a records retention structure ready to use.