

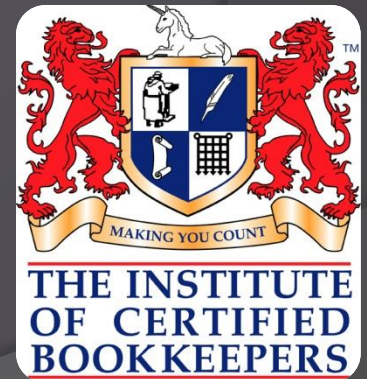


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*Level 4 Qualification in Personal and Business Tax,
Management Accounting and Drafting Financial Statements*



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Module 1 Personal and Business Tax

- ◉ Calculate Personal Tax
 - Calculate income from employment
 - Calculate property and investment income
 - Prepare income tax computations
 - Prepare capital gains tax computations
- ◉ Calculate Business Tax
 - Prepare capital allowances computations
 - Compute assessable business income
 - Prepare corporation tax computations on income and capital gains

Module 1 continued Report VAT

○ Report VAT

- Extract correct information from the organisation's recording systems
- Accurately calculate VAT payable to, or reclaimable from, the relevant tax authority
- Ensure forms and payments are accurate and submitted on time
- Resolve errors and omissions
- Maintain effective dialogue with relevant tax authority

Module 2 Drafting Financial Statements

◉ Drafting Financial Statements

Need to be aware:

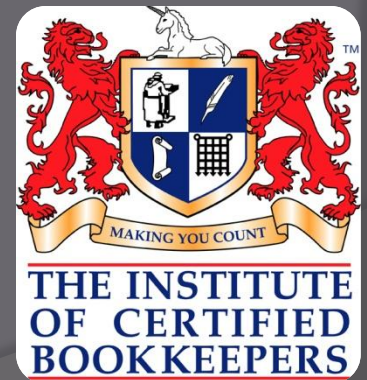
- Financial statements must comply with relevant accounting standards and applicable legislation
- The accounting systems of an organisation are affected by its organisational structure, its administrative systems and procedures and the nature of its business transactions
- Reporting and presentation requirements may vary if you are working in certain types of organisation, particularly in the public sector
- Security and confidentiality of information and business transactions at all times must be maintained

Module 3 Management Accounting

- Draft Budgets
 - Prepare forecasts of income and expenditure
 - Prepare draft budget proposals
- Monitor Financial Performance
 - Collect and analyse information about costs from both internal and external sources
 - Monitor performance, making recommendations to enhance value
 - Prepare and present periodic performance reports

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