

# Accounting & Finance

International Association of Bookkeepers [IAB]  
Diploma in Small Business Financial Management

[www.goldsmithibs.com](http://www.goldsmithibs.com)

# Accounting & Finance

## IAB Diploma in Small Business Financial Management

Formed in 1973, the IAB is the longest established professional body for book-keeping committed to maintaining the highest standards in book keeping. It holds its examinations in over 90 countries worldwide. The IAB qualifications are relevant to individuals working at the first levels of financial accountancy, payroll administrators or those who manage the small business finance. IAB qualifications are accredited and regulated by reputable the UK government through their awarding bodies such as the QCA in England, the ACCAC in Wales and the CCEA in Northern Ireland.

Course Title:	<ul style="list-style-type: none"><li>IAB Diploma in Small Business Financial Management</li></ul>
Duration:	<ul style="list-style-type: none"><li>Three [3] Months to Six [6] Months [Units 1 to 8]</li></ul>
What are the Entry requirements?	<ul style="list-style-type: none"><li>No formal qualification required but achievement of a GCE is advisable</li></ul>
When can I commence study?	<ul style="list-style-type: none"><li>Part-time [September, January, March and June each year]</li><li>Distance Learning [You may commence at anytime in the year]</li></ul>
What will I study?	<ul style="list-style-type: none"><li>Unit 1: Recording Business Transactions [A]</li><li>Unit 2: Value Added Tax Calculations &amp; Returns [A]</li><li>Unit 3: Completing PAYE Documents [A]</li><li>Unit 4: Financial Accounts and Their Interpretation [A]</li><li>Unit 5: The small business and the Inland Revenue [A]</li><li>Unit 6: Costing &amp; Pricing the Product [A]</li><li>Unit 7: Managing Working Capital [A]</li><li>Unit 8: Financial Planning and Control [PBA]</li></ul> <p>[A] = Assignments [PBA] = Project-Based Assessment</p>
How is the course assessed?	<ul style="list-style-type: none"><li>Assignments [Units 1 to 7] and Project-Based Assessment [Unit 8]</li></ul>
Any Exemptions?	<ul style="list-style-type: none"><li>None</li></ul>
Any deadlines I should know about?	<ul style="list-style-type: none"><li>Register with Goldsmith IBS at least one [1] month prior to planned PBA</li></ul>
What next after the course?	<ul style="list-style-type: none"><li>Start Up a Consultancy firm, or take up employment in Business</li></ul>
Can I combine this with another course?	<ul style="list-style-type: none"><li>SAGE Line 50 &amp; Payroll, Quick book, Pastel, MS Excel etc. are recommended</li></ul>
What is the tuition fee?	Home [i.e. candidates not requiring a visa to undertake study]: <ul style="list-style-type: none"><li>£350.00 [includes textbook, lectures and access to our online resources]</li></ul>
What if I need further information?	<ul style="list-style-type: none"><li>Contact us on +44 [0] 207 820 8212 or email <a href="mailto:info@goldsmithibs.com">info@goldsmithibs.com</a></li><li>International Association Book-keepers', Burford House, 44 London Road,</li><li>Sevenoaks, Kent TN13 1AS England, United Kingdom</li><li>Telephone: +44 (0) 17 3245 8080 Tel: +44 [0] 17 3245 5848</li><li>Email: <a href="mailto:mail@iab.org.uk">mail@iab.org.uk</a> Web: <a href="http://www.iab.org.uk">www.iab.org.uk</a></li></ul>