MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Accounting, Finance and Budgeting

Business Accounting and Taxation

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2590	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the Business Accounting and Taxation course, designed for individuals seeking to develop comprehensive skills in business accounting practices and taxation principles. This course provides a practical understanding of financial accounting, management accounting, and taxation concepts applicable to businesses of all sizes, equipping participants with the knowledge and tools necessary to effectively manage financial records, prepare financial statements, and navigate tax regulations.

Course Outcomes

Upon completion of the course, participants will:

1. **Master Financial Accounting Principles:**
   - Gain a thorough understanding of financial accounting concepts and principles.
   - Learn how to prepare financial statements in compliance with accounting standards.
2. **Understand Management Accounting Techniques:**
   - Develop skills in management accounting, including cost analysis, budgeting, and performance evaluation.
   - Learn how to use management accounting information for decision-making and strategic planning.
3.

Navigate Taxation Regulations:

- Understand the fundamentals of business taxation, including income tax, sales tax, and payroll tax.
- Learn how to calculate and report taxes accurately and comply with tax laws and regulations.

4. **Apply Accounting Software Tools:**
   - Gain proficiency in using accounting software for bookkeeping, financial analysis, and reporting.
   - Learn how to leverage accounting software to streamline accounting processes and improve efficiency.
5. **Analyze Financial Statements:**
   - Develop skills in analyzing financial statements to assess business performance and financial health.
   - Understand how to interpret financial ratios and indicators to make informed business decisions.

Course Outline / Curriculum

Module 1: Introduction to Financial Accounting

- Basic accounting principles and concepts
- Recording transactions and preparing financial statements

Module 2: Financial Statement Analysis

- Analyzing balance sheets, income statements, and cash flow statements
- Interpreting financial ratios and indicators

Module 3: Management Accounting

- Cost analysis and cost-volume-profit (CVP) analysis
- Budgeting and variance analysis

Module 4: Cost Accounting

- Job costing and process costing
- Activity-based costing (ABC) and cost allocation methods

Module 5: Taxation Fundamentals

- Overview of business taxation regulations
- Income tax, sales tax, and payroll tax basics

Module 6: Tax Planning and Compliance

- Tax planning strategies for businesses
- Compliance with tax laws and regulations

Module 7: Accounting Software Applications

- Introduction to accounting software tools
- Using accounting software for bookkeeping and financial reporting

Module 8: Financial Reporting Standards

- International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Compliance with accounting standards and regulations

Module 9: Business Ethics in Accounting and Taxation - Ethical considerations in accounting and taxation - Ensuring integrity and transparency in financial reporting and tax practices

Module 10: Case Studies and Practical Applications - Analysis of real-world accounting and taxation challenges - Practical exercises and simulations to apply learned concepts

This course is suitable for accounting professionals, business owners, entrepreneurs, and anyone interested in gaining a comprehensive understanding of business accounting and taxation. Through a blend of theoretical knowledge, practical applications, and case studies, participants will develop the skills and expertise needed to effectively manage financial records, comply with tax regulations, and make informed financial decisions in a business context

Target Audience

This will include senior academic staff, qualified professional practitioners and research students.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training NGO Capacity Building Corporate Workshops Online Learning Face-to-Face Training Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Business Accounting and Taxation
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____