Finance, Accounting & Tax, Trust

Introduction to Trust & Company Bookkeeping

Course Details

Price

£355.00

Start date

5 October 2026

Length

Full day (09:30-17:00)

CPD Points

6.50

Course Overview

This practical interactive course (previously known as Trust & Company Bookkeeping Level 1) developed by an experienced accountant, is designed to support both newcomers to trust administration and existing trust professionals seeking to strengthen their bookkeeping skills.

Through practical instruction and real-life examples, delegates will learn how to accurately record and report financial activity for trusts and companies at an introductory level. From mastering debits and credits to building trial balances and preparing simple financial statements, the course delivers essential insights into the bookkeeping processes that underpin trust and company operations.

By the end of the course, delegates will be equipped with the foundational skills needed to accurately record and report financial activity in a trust and company context.

Course Content

- The Purpose of Trust Accounts
- Overview of the Different Types of Trusts
- Reading and Understanding Trust accounts
- Mastering Double Entry Bookkeeping
- Ledger Accounting and 'T' accounts
- Building the Trial Balance
- Practical Exercise: Preparation of the Primary Statements of a Discretionary Trust
- Understanding how to Account for Investments
- Accruals and prepayments
- Practical Exercise: Preparation of a Life Interest Trust Accounts
- Practical Exercise: Limited Company Financial Statements

Benefits

On completion of this course, delegates will have:

- Built a solid foundation in Trust and Company bookkeeping, including the principles of double-entry bookkeeping
- Developed practical, job-ready skills that can be applied immediately in fiduciary operations
- Boosted confidence in processing common trust and company transactions with accuracy and understanding
- Learned how to prepare simple financial statements specially tailored to the fiduciary sector

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Victoria Le Poidevin

Vicky Le Poidevin FCA, Dip IoD regularly provides interactive and engaging training sessions to a wide range of financial services and commercial delegates. Vicky continually adapts her training style to suit the variety of delegates that attend her courses, and she actively enjoys running training for all levels of experience including parties at the beginning of their career, directors looking to continually enhance their skills and all parties in between looking to upskill or get ahead in their career. Vicky's training is under pinned by practical, real-life examples that leverage her 20 plus years' experience in the financial services sector. Vicky believes that delegates learn by doing, so she tries to include practical exercises into her courses to ensure the learning experience remains interesting, relevant, and engaging. As well as running numerous training courses, Vicky is a management consultant and has worked with numerous businesses on multiple projects, giving her a unique knowledge and experience to enrich her training. Vicky's generalist financial services experience also includes 10 plus years of auditing and accounting with a big four firm /regional firm and holding senior roles in both the Fund and Trust sector.