

PRACTICAL BOOK-KEEPING & ACCOUNTING SKILLS FOR PLANTATION OFFICE EXECUTIVES /CLERICAL STAFF

(INHOUSE & PUBLIC PROGRAMMES)

30 – 31 JANUARY 2019

ISP HEADQUARTERS

SUITE 3A01, LEVEL 3A, PJ TOWER AMCORP TRADE CENTER 18 PERSIARAN BARAT 46050 PETALING JAYA SELANGOR

SPEAKER: KENNETH KK TAN

MBA(UPM), FCCA(UK), FCPA(Aus), CPFA(UK), CA(M), CPA(M), MCIM(UK), F.Inst.Mgt.(UK), MMIM(M), MIIE(USA), MIA(USA), CMIA(M)

OVERVIEW & OBJECTIVES

- This 2 Day course is targeted at accounting staff and those junior estate staff who are involved checking or posting the day to day basic bookkeeping and accounting recording. Despite having the basic academic qualifications, most of them would have not fully understand the basics of “double entry” system especially when they are doing their work in the plantation environment regardless of whether in an automated accounting or semi-automated environment.
- The course will not only cover the basic bookkeeping and accounting transactions but also expose staff to complete a full set of books, doing special adjustments and perform the necessary reconciliations.
- To increase their accounting knowledge, simple financial analytical and interpretation skills will be covered, which will help participants better understand their job functions, from a senior & “larger-picture” perspective.
- There will be a session on basic Sales and Service Tax (SST), especially from the accounting treatment and entries perspective.
- Practical real life cases where relevant are included as class exercises throughout the course.

HOW WILL PARTICIPANTS BENEFITS?

After attending this course, participants will increase their skills/knowledge on book-keeping and accounting when they return to their jobs:

- Understanding the double entry system, the difference between book-keeping and accounting.
- Understanding the use of primary books of records, journal, “T” accounts, and ledgers.
- Understanding the importance of the correct source documents and the trail in an accounting environment.
- Knowing the special adjustments required to have a complete set of transactions.
- Knowing Fixed Asset Accounting and Depreciation methods.
- Completing a full set of accounts from the Trial Balance.
- Knowing how to prepare the various important reconciliations and find solutions for outstanding items.
- Understanding and analyzing key financial statements to improve their accounting knowledge/skill.

TARGET AUDIENCE

- This course is designed for plantation employees with responsibility to maintain estate transactions to support the preparation of monthly operational report, and financial reporting needed on quarterly, half-yearly and annually basis. The program will also benefit non-financial managers in other functional area of responsibility in plantation environment
- This course is suitable for:
 - o Assistant Managers
 - o Accounts/Administrative Executives
 - o Chief Clerks
 - o Accounts Clerks, Payroll Clerks, & Store Clerks
 - o Secretaries
 - o Office Administrators & Administrative Assistants
 - o Non-Financial Executives
 - o New plantation personnel with no formal training in book-keeping and accounting.

COURSE FEE

ISP member – RM550 Non-ISP member – RM600

SUMMARY

- You will get a firm grasp of the numbers side of your job
- You will gain greater confidence with a working knowledge of book-keeping & accounting in plantation environment
- You will learn how to reconcile open items, trace and correct errors and become a competent plantation accounting personnel
- You will cultivate proactive working relationships with research scientists, environmentalists, plantation & oil mill operation professionals and enhance your value to the organization
- You will increase your opportunity for vertical movement within the group.

METHODOLOGY

Lecture reinforced with interactive discussion, exercise, case studies, & questions & answers session.

WHAT WILL BE COVERED?

| Day One | | Day Two | |
|--|--|---|--|
| MORNING SESSION (9.00 AM – 12.30 PM) | AFTERNOON SESSION (1.30 PM – 5.00 PM) | MORNING SESSION (9.00 AM – 12.30 PM) | AFTERNOON SESSION (1.30 PM – 5.00 PM) |
| 1. An Introduction to Bookkeeping 2. Recording the Transaction 3. The Ledger | 1. Correcting Entries 2. Freight In, Delivery Expense and Duty & Brokerage 3. Introducing Special Journals 4. Credit Notes, Refunds and Discounts | 1. An Overview on Cess, Revenue Taxes & SST 2. Accounting for Cash 3. Checkroll & Payroll 4. Accounts Receivable and Bad Debts | 1. Interim Profit or Loss 2. At Year End: Preparing to Close the Books 3. At Year End: Closing the Books 4. Questions & Answers |

BRIEF PROFILE OF FACILITATOR

Kenneth KK Tan

MBA(UPM), FCCA(UK), FCPA(Aus.), CPFA(UK), CA(M), CPA(M), MCIM(UK), F.Inst.Mgt.(UK),
MMIM(M), MIIE(USA), MIIA(USA), CMIIA(M)

Kenneth is currently a free-lance consultant and trainer. He has over 40 years of working experience in various industries both locally and abroad. He held many C-suite positions in the last 25 years in Malaysia and in a few other ASEAN countries and Africa. Kenneth is a sought after trainer and speaker, and has delivered many trainings and talks on Advanced Business Finance, Strategic Financial Management, Financial Management, Corporate Finance, Book-keeping & Accounting to a number of institutions of higher learning such as Tuanku Abdul Rahman College, Malaysian Institute of Management, The Malaysian Institute of Certified Public Accountants, The Incorporated Society of Planters, etc.

He has conducted in-house senior management development programs for a few conglomerates in Malaysia and Cambodia. He was a speaker for business forums organized by the Government of The Kingdom of Cambodia, Thailand, and Liberia. He is the current examiner for ISP Module IV - Financial Management and previously was concurrently the examiner for Module II - Book-keeping & Accounting.

He has authored for The Incorporate Society of Planters 2 publications, namely (1) Book-keeping & Accounting Notes, and (2) Financial Management -, A Practical Guide for Agribusiness professionals.

Working Experiences

1. Airline & Hospitality Industry – 22.5 years
2. Gaming & Hospitality Industry – 2 years
3. Telecommunication Industry – 2 years
4. Natural Resources Mining, Oil & Gas – 4.5 years
5. 3 MNC's/Conglomerates Agribusiness entities (Hap Seng Consolidated Berhad, PT Sinarmas TBK, Tradewinds Plantation Berhad) – 16 years (up to April 2018)

Professional Examiners Lecturer & Courses Facilitators

1. Course leader for Financial management paper for the Diploma in Management Program (DIMP) for The Malaysian Institute of Management in 1991
2. Course leader for Corporate Finance, Business Finance & Administration, Advance Financial Management, and Strategic Financial Manager for Tuanku Abdul Rahman College, Genting-Klang from 1991-1995
3. Facilitator for Advanced Business Management (final paper of the qualifying examination) of The Malaysian Institute of Certified Public Accountants from 2004-2006
4. Examiner for Module IV paper - Financial Management of The Incorporate Society of Planters since 2006

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30 –31 JANUARY 2019
ISP HEADQUARTERS: SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE
REGISTRATION FORM

BILLING DETAILS

Company Name: _____
 Person In Charge: _____
 Telephone: _____
 Email: _____
 Address: _____

| |
|-----------------------------------|
| Signature |
| |
| Name: _____ Designation: _____ |

| |
|-----------------|
| Company's Stamp |
| |

PARTICIPANT(S)' DETAILS

1. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member
2. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member
3. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member
4. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member
5. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

PAYMENT METHOD

Cash Online Transfer ATM Transfer
 Cheque/Bank Draft (Cheque/Bank Draft No.: _____)

Amount: RM _____

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC BERHAD 888-101-596-8511**

**Please return the registration form and provide proof of payment to emails below

TERMS AND CONDITIONS

- Request for cancellation must be made in writing.
- 100% refund will be made for written cancellation received before the day of the Seminar. Refund will be issued after the Seminar.
- No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- The registration form serves as the official invoice.
- All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- Registration must be done by faxing/emailing the registration form to the following:

| CONTACT PERSON | | | |
|---------------------------|---------------|------------------------|---|
| For REGISTRATION : | Encik Rizal | Tel. No.: 03-7955 5561 | Email: rizalhisham@isp.org.my |
| For enquiries: | Mr. Rajindran | Tel. No.: 012-316 1280 | Email: rajindran@isp.org.my |

DEADLINE:
25 JANUARY 2019