## **OCTOBER COURSES**



VAT & FINANCE				
The Essentials of UK VAT6-hour course£329 +VAT	<b>Live online</b> 03 & 04 October AM <b>Manchester</b> 10 October			
<b>Finance for Non-Financial Managers</b> 6-hour course   £329 +VAT	London 05 October			
The VAT Update         3-hour course       £269 +VAT	Live online 09 October PM			
VAT on Land, Property and Construction 6-hour course   £329 +VAT	London 17 October			
Credit Control – The Essential Guide 6-hour course   £329 +VAT	London 18 October			
The Essentials of Corporation Tax 6-hour course   £329 +VAT	Live online 18 & 19 October AM			
CUSTOMS & INTERNATIONAL TRADE				
UK VAT and International Trade 6-hour course   £329 +VAT	London 12 October			
Import & Export Customs Procedures 6-hour course   £329 +VAT	London 19 October			
Preparing for a Customs Audit 3-hour course   £269 +VAT	Live online 17 October AM			
PAYROLL & HR				
The Essentials of Payroll Processing6-hour course€329 +VAT	Live online 10 & 11 October AM			
The Essentials of Employment Law 6-hour course   £329 +VAT	Live online 31 Oct & 01 Nov PM			

## Did you know all our courses can be presented in-house?

If there are a number of people within your organisation who require training, it could be more cost effective and convenient for our expert to come to you.

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COMPANY LAW				
Charities – The Role of the Secretary 6-hour course 6:329 +VAT		Live online 03 & 04 October PM		
Preparing for the Companies House Reforms NEW 3-hour course   £269 +VAT		London 11 October PM		
The Role of a Company Director6-hour course£329 +VAT		Live online 11 & 12 October PM		
The Role of a Company Secretary6-hour course£329 +VAT		Live online 17 & 18 October PM		
DATA PROTECTION				
GDPR Staff Awareness2-hour course£229 +VAT		Live o	online 03 October AM	
The GDPR Update3-hour course£269 +VAT	Live o		online 16 October PM	
"This is a fantastic course. The presenter is truly outstanding, location is superb and the course is run at the right level and pace. Thank you." Director of Finance and HR	"I found it very informative. I have come away with many ideas and improvements to the credit control function. Thanks so much!" Credit Controller		<ul> <li>"Really helpful tools to use going forward. Nice to understand what HMRC would look to review on a customs visit."</li> <li>Finance and Administration Manager</li> </ul>	
"I thought it was absolutely brilliant. An excellent presentation in the comfort of my own office without having to travel to London. I am really impressed." <i>Financial Controller</i>	"The presenter was extremely knowledgeable. I learnt a lot and fully understood the explanations. The day has given me confidence to understand and explain payroll queries." Payroll Administrator		"Excellent training programme. I have attended other Role of the Director training and this was by far the most comprehensive and engaging." <i>HR Director</i>	





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