



PROFESSIONAL BOOKKEEPERS ACADEMY



# Lean Digital Bookkeeping

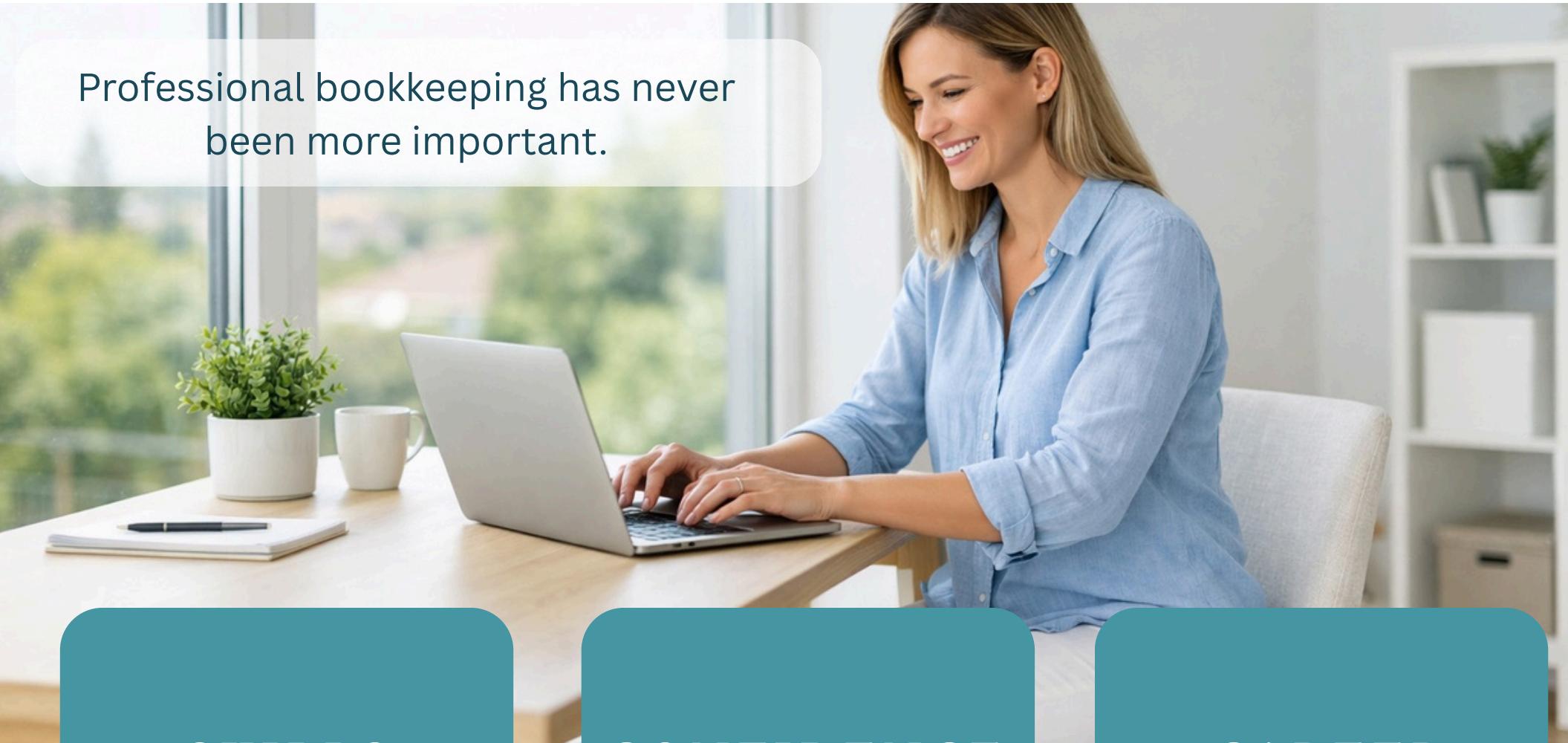
Training Programme

Bookkeepers Mean Business



# PBA

PROFESSIONAL BOOKKEEPERS ACADEMY



Professional bookkeeping has never  
been more important.

SKILLS

CONFIDENCE

CAREER



# PBA

PROFESSIONAL BOOKKEEPERS ACADEMY

## BOOKKEEPING FOR THE WAY BUSINESSES WORK TODAY

This programme was created to give people the confidence, clarity and digital skills they need to succeed in today's business world.

Too many talented people are held back by outdated training or a lack of real-world experience.

Our aim is to change that by making modern, practical bookkeeping accessible, empowering and respected.

**Lean Digital Bookkeeping**  
Training Programme



### Contact Us

Email

[support@sortmybooks.com](mailto:support@sortmybooks.com)

If you want skills that are relevant, portable and in demand, this is where your journey begins.



# PBA

PROFESSIONAL BOOKKEEPERS ACADEMY

## WHY BOOKKEEPING IS A POWERFUL CAREER CHOICE

Bookkeeping is one of the most flexible and accessible professional careers available today.

You don't need large start-up costs or expensive premises – just a laptop, an internet connection and the right training.

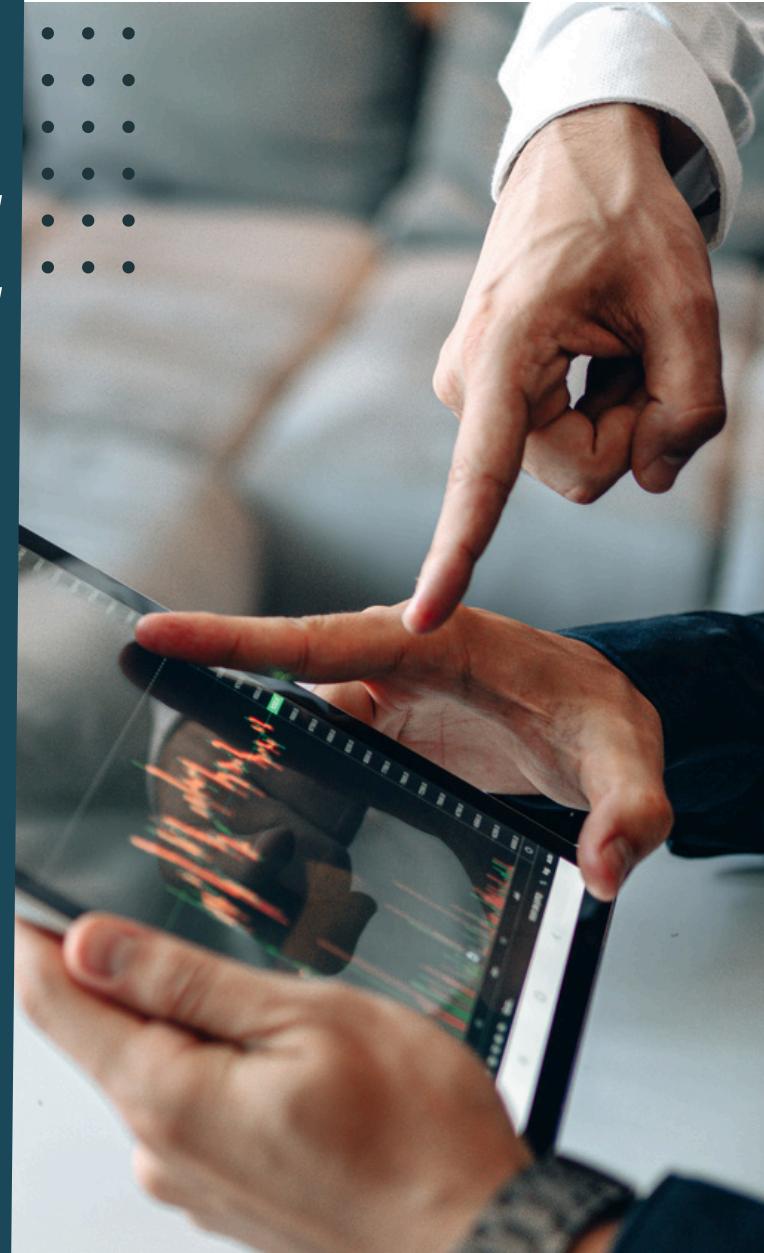
With digital bookkeeping, you can work from home, from anywhere in the world, or build a client base that fits your lifestyle.



## ABOUT THE COURSE

You choose how much you work – whether you want a full-time income, a part-time business, or a way to earn extra money while keeping flexibility and control over your time.

This programme is designed to give you the skills to make that possible, and the confidence to work professionally, independently and with clarity.



Bookkeepers Mean  
Business



# LEAN DIGITAL BOOKKEEPING TRAINING PROGRAMME

This course gives you the core skills every professional bookkeeper needs — from double-entry and VAT to payroll, reporting and cloud accounting.

Everything is delivered through practical, hands-on learning using modern software, real-life scenarios and expert support.

You won't just learn how bookkeeping works — you'll learn how to do it properly in the real world.

## WHAT THIS PROGRAMME PREPARES YOU FOR

By the end of the programme, you will be able to:

- Confidently manage day-to-day bookkeeping for small businesses
- Record and reconcile transactions using cloud accounting systems
- Handle VAT and payroll accurately
- Prepare clear, reliable financial reports
- Work professionally with business owners and accountants

Whether you want to work in a bookkeeping role or build your own client base, you'll have the skills and confidence to do it.



# PBA

PROFESSIONAL BOOKKEEPERS ACADEMY

# WHAT YOU'LL LEARN STEP BY STEP

This programme is designed to take you from understanding the foundations of bookkeeping to confidently managing real financial data using modern cloud-based systems.

You'll build knowledge gradually, apply it immediately in software, and develop the skills needed to work accurately, professionally and independently with real businesses.

## Lean Digital Bookkeeping Programme Training



## KEY LEARNING AREAS

You will learn how to:

- Apply double-entry bookkeeping to real business transactions
- Record, reconcile and review financial data accurately
- Work confidently with VAT, payroll and core compliance requirements
- Use cloud accounting software to manage day-to-day bookkeeping tasks
- Prepare and interpret key reports such as Profit & Loss and Balance Sheets
- Communicate clearly and professionally with accountants and clients

0 0 0 0

By blending theory with hands-on software experience, the programme supports you in developing the confidence to apply bookkeeping skills in practice.





# PBA

PROFESSIONAL BOOKKEEPERS ACADEMY

## Why Train with the Professional Bookkeepers Academy?



The Professional Bookkeepers Academy helps people turn financial skills into confident, sustainable careers, backed by over 25 years of real-world experience through SortMyBooks.

Since 2014, we've supported more than 300 bookkeepers with practical, digital-first training, expert guidance and a clear pathway into employment, self-employment or business growth.

Bookkeepers Mean Business

○ ○ ○

## START YOUR BOOKKEEPING JOURNEY

If you're ready to build real, practical bookkeeping skills that give you flexibility, confidence and long-term opportunity, this programme is your next step.



**Programme starts:  
2nd March 2026**



**Accredited by:  
Institute of Certified Bookkeepers**



**Skillnet funding available  
(subject to eligibility)**

**Limited places available**



**Express your interest:  
[support@sortmybooks.com](mailto:support@sortmybooks.com)**



PBA

PROFESSIONAL BOOKKEEPERS ACADEMY



# Lean Digital Bookkeeping

Training Programme



Bookkeepers Mean Business