



LAW SOCIETY
OF SOUTH AFRICA



LEGAL EDUCATION & DEVELOPMENT



ACCOUNTS MANAGEMENT (BOOKKEEPING) | 2020

Online Course for Legal Practitioners and Support Staff What you need to know to work more efficiently

About this course

The main aim of this course is to give you the basic accounting knowledge for application in a legal firm. You will gain an insight and an overall understanding of Legal Practitioners Accounts Management (previously legal bookkeeping) to enable you to work more efficiently.

This course is exclusively presented online and there are no contact sessions.

Course duration and registration

Please note the 2nd intake has being postponed to May 2020

2nd Intake: 26 May to 31 July 2020

Registration closes: 15 May 2020

3rd Intake: 14 September to 13 November 2020

Registration closes: 07 September 2020

The date/s for this course will be confirmed in due notice. This is due to the impact of the corona virus. Registration will remain open.

Who should register?

The course is essential for all legal practitioners who intend to practice for their own account and all legal support staff. It will also benefit practitioners who are currently practising in their own firms. The course will impart a sound understanding of the basic business financial management and accounting principles that will assist a practitioner to conduct a successful and profitable legal practice.

Course presentation

This course is conducted online and all communication is done via eLEADer, LEAD's online learning portal. The material is presented in an interactive format, supplemented by written material for downloading.

The training is intensive and demanding and requires hard work and dedication. To enhance the learning experience, there is an online discussion platform where you can interact with other students. In addition, the course facilitator will be available online at times.

This course is presented in English only and all assignments must be submitted in English.

Course content

- Introduction to Accounts Management (existing regulation refers to this as bookkeeping)
- Basic business control principles and the practical running of a law firm
- Trust accounts and business principles unique to a law firm
- Accounting records, systems and procedures
- Cash books – trust and business and petty cash book
- Disbursement/billing
- Correspondent transactions and accounts
- Month-end procedures and requirements
- Statutory regulations
- Conveyancing transactions and the accounting treatment thereof

Cost of this online course

R1 950 per person (VAT inclusive)

Registration

Email the completed registration form as well as your EFT payment proof to annelie@LSSALEAD.org.za.

A confirmation email will be sent you within five days after the closing date of registrations.

Contact the course administrator

For more information about this online course, contact: Grace Mukuru on Tel: +27 (0)12 441 4612.

Please take note

- Should you need to cancel your registration, this must be done in writing within 7 business days before the closing date to avoid the full fee being charged.
- Fees must be paid to the designated Law Society of South Africa's (LSSA) bank account.
- LEAD reserves the right to cancel an e-course should the number of delegates not justify the costs involved. Registered participants will be given reasonable notice of cancellation.
- Ensure that you read and accept the Terms and Conditions (click below) and Learning Outcomes (see left column) for this course.
- Should you be unable to participate in this course, you may nominate another participant to replace you. This should be done 7 days before the course commences.
- Confirmation emails will be sent to participants within 5 days after the registration closing date. Please note that it is the participant's responsibility to follow-up with Grace Mukuru at Grace@LSSALEAD.org.za if no confirmation email has been received.

[TERMS AND CONDITIONS](#)



Why train online?

- Train in your own time and in your own setting.
- The course material is in electronic format.
- Online courses are more cost-effective than attendance course.
- Save in transport costs since there are no contact sessions.

LEAD's online training requirements

- A computer with an adequate Internet connection
- Basic computer skills
- Dedication and time to study

Other online courses

- Introduction to Medical Law
- Office Administration and Client Care for Support Staff
- Risk Management for Support Staff

[MORE ABOUT ONLINE COURSES](#)



REGISTRATION FORM

Accounts management – online course | 2020



Complete this form *digitally* and e-mail it together with proof of payment to annelie@LSSALEAD.org.za

Dates (Select your intake choice with a ✓ on the box to the left)	Fees
Kindly note that the 2nd intake has being postponed to May 2020	Registration fee: R1 950 (VAT inclusive) per person
New dates: 2nd Intake: 26 May to 31 July 2020 Registration closes: 15 May 2020	
3rd Intake: 14 September to 13 November 2020 Registration closes: 07 September 2020	

Participant category (Select your choice with a tick on the box to the left of the category's name)	
<input type="checkbox"/> Practising legal practitioners	<input type="checkbox"/> Candidate legal practitioners
<input type="checkbox"/> Legal support staff	<input type="checkbox"/> Non-practising legal practitioners/others

Your details													
Surname:													
First Name:										Title:			
ID number:													
Gender:		<input type="checkbox"/> F	<input type="checkbox"/> M	Race (for reporting):									
Firm/company:													
Your position:													
Tel (w):		()			Fax:		()			Cell:		()	
Email:													
Postal address or docex:										Postal code:			

EFT Payment (Registration will be confirmed only if the proof of payment has been received)	
Payment by electronic funds transfer (EFT)	Amount: R1 950.00

Account Name: Law Society of South Africa | **Bank:** FNB Pretoria | **Branch Code:** 251445 | **Account:** 6200 9641 079
Reference: NAME & SURNAME and CELL NO

Notes

1. Fees must be paid into the designated LSSA bank account. The LSSA will not accept liability if any other bank account is used.
2. Cancellation: this must be done in writing within 7 business days before the closing date to avoid the full fee being charged.
3. LEAD reserves the right to cancel an online course should the number of registered students not justify the costs involved. Registered students will be given reasonable notice of cancellation.

Registration and invoice queries: Annelie Dagnin | E: annelie@LSSALEAD.org.za | T: 012 441 4669/00
Online courses queries: Grace Mukuuru | T: +27 (0)12 441 4612 / 4600 | Grace@LSSALEAD.org.za
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