



# Manx Professional & Educational Services Limited

## Manx Professional Certificates

**MPES**  
**CSP**

## Certificate in Bookkeeping for Administrators

Introduction to Bookkeeping for  
Company Administrators

10 Jan 2012

Introduction to Bookkeeping for  
Trust Administrators

25 Jan 2012

Intermediate Bookkeeping for  
Company Administrators

2 Feb 2012

Bank Reconciliations

7 Feb 2012



**12.00 - 1.30pm**  
**Only £200**  
**(+ VAT)**

**The certificate is awarded upon  
completion of all 4 modules.**

**Completion of this certificate  
demonstrates that an administrator  
has an understanding of the  
underlying concepts of the  
Bookkeeping relationship and how  
it impacts upon administration.**

**This certificate is essential for any  
administrator dealing with Isle of  
Man based structures**

**Essential for  
any  
company or  
trust  
administrator**



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[www.mpes.co.uk](http://www.mpes.co.uk)