

\$775 + gst



Accounting and Financial Management for Travel Agencies

- Online, e-learning course (Approx 15 hours of study)

Learn to speak accounting language, grasp accounting principles and interpret financial statements to assess and steer your business. This step-by-step, interactive online course walks you through practical accounting and finance procedures and proven strategies for profitability. Supporting case studies and simulation activities makes this course practical and stimulates creative thinking to help you assess whether your business meets the requirements of investment, government and industry regulators such as IATA.

Objectives

Upon completion of this course you will be able to:

Interpret standard annual and management accounts : income statement, balance sheet, cash flow, budget and forecast workbooks

Analyse financial data to make business decisions and draft a business plan

Create a budget according to the business plan, track performance and forecast with action plans

Choose an accounting system that supports business goals and needs

Define cost saving strategies to manage unpredictable costs

Identify financing options best suited to the travel agency's needs and goals

Benchmark your business performance against IATA accreditation criteria and ratios

Target audience

- Retail and wholesale travel business owners, managers, and supervisors
- Independent travel consultants and home-based agents
- Travel store accounting and finance staff
- External accounting consultants and service providers

Key topics

- Plan-Do-Check-Act (PDCA) cycle and business planning at a travel agency
- Financial reports, annual and management accounts
- Accounting systems and data management
- Budgeting and forecasting
- Cost and cash flow management, and financing options

Recommended level

- Entry-level
- Intermediate

Course format

- This course requires approximately 15 hours of study to be completed in 6 months from the date of enrollment. When enrollment validity expires, the users will not have access to the course content and will not be able to take the assessment.
- Student performance will be based on an assessment.

Assessment information

- Non-supervised online-based assessment.
- Assessment can be taken any time at your convenience.
- You will be given 2 hours to complete 60 multiple choice questions.
- Passing grade is 70% correct answers.
- You will be given 2 attempts to successfully complete the final assessment.

Certificate Awarded

Upon successful completion of the assessment, you will be awarded an **IATA Certificate of Accounting and Financial Management for Travel Agencies**, available for you to print for your records.

[Enrol Here Now](#)

Units of Study

An introduction to accounting and financial management

- IATA accreditation for travel agencies
- Basic bookkeeping and financial management
- Reading your profit and loss statement
- Reading your balance sheet
- Annual and management accounts

Running the travel agency business

- Cost management
- Managing cash flow
- Financing your business
- Financial compliance model
- Inability to meet IATA requirements

Basic financial planning for travel agencies

- IATA accreditation requirements
- Choosing the right accounting system
- Identifying your competitive position
- Writing the business plan
- Budgeting and forecasting
- The value of financial ratios