



LAW SOCIETY
OF SOUTH AFRICA



LEGAL EDUCATION & DEVELOPMENT



LEGAL BOOKKEEPING

Online Course for Support Staff – 2018 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 an attorney's firm. You will gain an insight and an overall understanding of legal bookkeeping to enable you to work more efficiently.

This two-month course is exclusively presented online and there are no contact sessions. It is a flexible equivalent to a full-time, five-day, attendance course.

Course duration and registration

Course dates: 21 May to 23 July 2018

Registration closes: 21 April 2018

Who should register?

This course is essential for legal support staff or persons wishing to work on the financial administration side of a law firm.

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 bookkeeping
- Basic business control principles and the practical running of a law firm
- Trust 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
- VAT

Please take note

1. Should you need to cancel your registration, this must be done in writing within five business days before the closing date to avoid the full fee being charged.
2. Fees must be paid to the designated Law Society of South Africa's (LSSA) bank account
3. 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.
4. Ensure that you read and accept the **Terms and Conditions** (click below) and **Learning Outcomes** (see left column) for this course.

[TERMS AND CONDITIONS](#)



Cost of this online course

R750 per person (VAT inclusive)

The Attorneys Fidelity Fund provides a substantial measure of funding for the training of attorneys and candidate attorneys. This allows LEAD to offer quality training at affordable fees.

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 T: +27 (0)12 441 4612.

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 ones.
- Save in transport costs since there are no contact sessions.

LEAD's online training requirements

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

Other online courses for 2018

- Risk Management for Support Staff
- Introduction to Medical Law
- Office Administration and Client Care for Support Staff
- Forms of Business Enterprises for Attorneys
- Customary Law

[MORE ABOUT ONLINE COURSES](#)



REGISTRATION FORM

Legal Bookkeeping – online course



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

Dates	Fees
Course duration: 21 May – 23 July 2018	Registration fee: R750 (VAT inclusive) per person
Registration closes: 21 April 2018	

Participant category	
Practising attorney	Candidate attorney
Legal support staff	Other organisations

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: R750.00
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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. Should you need to cancel your registration it must be done in writing and e-mailed to annelie@LSSALEAD.org.za, within five days after the registration 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
Onlines courses queries: Grace Mukuru | T: +27 (0)12 441 4612 / 4600
LEAD switchboard: T +27 (0)12 441 4600 | **Website:** www.LSSALEAD.org.za