**Accounting Department Requirements For Cooperative Training**

1. Knowing the legal and regulatory legislation of the entity and the applied Saudi Accounting Standards
2. The use of basic accounting forms such as receipts and asset records
3. The recording in the Journal and the posting to ledger either manually or electronic
4. The preparation of Trial Balance and adjusting entries
5. The preparation of Financial statements { Income Statement , Statement of Financial Position , Cash flow statement )
6. The preparation of Cost Reports
7. Helping the student in gaining all the skills related to Accounting and Financial tasks
8. Getting to know how to manage different contract accounts
9. Understanding Internal Audit and Financial Control policies and procedures
10. Measuring taxable income and Zakat pool
11. Gaining the ability to write and criticize reports