COURSE BROCHURE

Tax and VAT Fundamentals

A foundation course explaining how VAT works, together with corporate income tax and withholding tax concepts, applied to real-style invoices and returns.

Code	HT-FIN-110
Category	Finance & Accounting
Duration	1 week
Level	Beginner

Introduction

Indirect taxes and corporate taxes now apply in many countries, and finance teams need to understand how they work and meet their invoicing, record-keeping and filing requirements to avoid errors and penalties.

Objectives

- Understand the types of tax and where a business's tax obligations come from
- Explain the output tax and input tax mechanism of VAT
- Distinguish taxable, zero-rated and exempt supplies and their effect on recovery
- Prepare a VAT return and reconcile it with the accounting records
- Understand taxable profit for income tax and the concepts of withholding tax

Who should attend

- Accountants and tax compliance officers
- Billing and receivables staff in finance departments
- Owners and finance managers of small and medium-sized businesses
- Procurement staff handling supplier invoices

Skills you will develop

- VAT compliance
- Tax return preparation
- Tax reconciliation
- Tax invoicing and record keeping

Learning Outcomes

- Check that a tax invoice carries the information typically required
- Prepare a VAT return for one period from sample data
- Reconcile the VAT accounts in the general ledger with the return
- Calculate taxable profit from accounting profit with basic adjustments

Course Outline

Day 1: Tax System Foundations

- Direct and indirect taxes

- Sources of tax rules and the taxpayer's duties
- Tax registration and the compliance calendar

Day 2: How VAT Works

- Output tax, input tax and the net amount payable
- Taxable, zero-rated and exempt supplies
- How exempt supplies affect input tax recovery

Day 3: VAT in Practice

- Place of supply concepts for goods and services
- Imports and the reverse charge mechanism
- Tax invoice requirements and record keeping

Day 4: Returns and Reconciliation

- Preparing a VAT return
- Reconciling VAT accounts with the general ledger
- Correcting errors and preparing for a tax audit

Day 5: Corporate Income Tax and Withholding Tax

- From accounting profit to taxable profit
- Withholding tax on payments to non-residents and the role of tax treaties
- Applied project: a VAT return, its reconciliation and a taxable profit computation for a sample company

Training methodology

Exercises on sample invoices to decide the tax treatment of each supply
Preparing a complete return from fictional accounting data
Participants comparing their own countries' rules on selected points
Short interactive presentations

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	11 – 15 January 2027	AR	EUR 4,800
Dubai	18 – 22 January 2027	EN	EUR 4,500
London	25 – 29 January 2027	AR	EUR 5,700
Amsterdam	1 – 5 February 2027	EN	EUR 5,500
Online	8 – 12 February 2027	AR	EUR 1,800
Istanbul	12 – 16 July 2027	EN	EUR 4,800
Dubai	19 – 23 July 2027	AR	EUR 4,500
London	26 – 30 July 2027	EN	EUR 5,700
Amsterdam	2 – 6 August 2027	AR	EUR 5,500
Online	9 – 13 August 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/tax-vat-fundamentals