VAT/GST for SMEs Training Course

Professional Development Training Course Outline

Category	Taxation and Revenue	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Value Added Tax (VAT) or Goods and Services Tax (GST) plays a crucial role in the financial operations of Small and Medium Enterprises (SMEs). This intensive 5-day training course provides participants with practical knowledge on VAT/GST frameworks, compliance, filing, and strategic tax management. VAT/GST for SMEs Training Course is designed to empower business owners, accountants, and finance professionals to implement efficient tax systems, reduce compliance risks, and improve business profitability through sound tax practices.

Participants will gain a deep understanding of VAT/GST laws, invoicing procedures, input tax credit mechanisms, exemptions, and digital filing processes. Real-life case studies and interactive simulations will help participants apply concepts to actual SME environments for stronger decision-making and compliance management.

Programme Curriculum

VAT/GST for SMEs Training Course

Course Introduction

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management.

Course Objectives

By the end of this course, participants will be able to:

1. Understand the key principles and objectives of VAT/GST systems.
2. Differentiate between VAT and GST regimes across jurisdictions.
3. Register SMEs for VAT/GST and manage compliance efficiently.
4. Prepare accurate VAT/GST returns and digital filings.
5. Implement effective record-keeping and invoicing systems.
6. Apply input tax credit (ITC) rules correctly to minimize tax liability.
7. Identify exempt and zero-rated transactions.
8. Manage cross-border VAT/GST implications on imports and exports.
9. Conduct VAT/GST audits and respond to tax authority queries.
10. Analyze the financial impact of VAT/GST on SME pricing and cash flow.
11. Utilize accounting software for automated VAT/GST reporting.
12. Avoid common VAT/GST compliance errors and penalties.
13. Integrate VAT/GST planning into overall business strategy.

Target Audience

- SME Owners and Entrepreneurs
- Accountants and Finance Officers
- Tax Consultants and Advisors
- Compliance and Audit Officers
- Business Managers and Administrators
- Bookkeepers and Internal Auditors
- Financial Analysts
- Government and NGO Finance Staff

Course Duration: 5 Days

Course Modules

Module 1: Introduction to VAT/GST and Legal Framework

- Overview of VAT/GST concepts and evolution
- Key differences between VAT and GST
- Registration requirements for SMEs
- Scope, supply, and place of taxation
- **Case Study:** SME registration under a new VAT regime

Module 2: VAT/GST Compliance and Record-Keeping

- Maintaining tax invoices and records
- Filing periodic VAT/GST returns
- Digital submission and e-filing systems
- Compliance deadlines and penalties
- **Case Study:** Filing a quarterly VAT return using accounting software

Module 3: Input Tax Credit (ITC) and Output Tax Management

- Understanding ITC eligibility and restrictions
- Reverse charge mechanisms
- Adjustments and reconciliation of ITC
- Managing output tax and offsetting liabilities
- **Case Study:** Calculating ITC for a small manufacturing firm

Module 4: Cross-Border Transactions and Special Schemes

- Imports, exports, and inter-state supplies
- Deemed supplies and exempt goods/services
- SME composition schemes and thresholds
- VAT/GST implications for digital services
- **Case Study:** Applying VAT/GST rules to export services

Module 5: VAT/GST Audits, Risk Management & Strategic Planning

- Preparing for VAT/GST audits
- Handling queries and tax assessments
- Common VAT/GST risks for SMEs
- Integrating VAT/GST into strategic business planning
- **Case Study:** VAT audit findings and corrective measures

Training Methodology

- Interactive lectures and real-world examples
- Hands-on exercises using accounting tools
- Group discussions and role-playing simulations
- Practical case studies and scenario analysis
- Continuous assessment and feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com