



المركز العالمي للتدريب والتطوير  
International Centre For Training & Development



# FINANCIAL Controller Workshop



## Course Introduction:

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This course covers several topics that are practiced by financial controllers. From preparing and reviewing financial statements, analyzing organization's financial health and performance, and administering the budget process and control function to managing staff performance and enhancing their productivity. This course provides professionals the chance to practice these responsibilities and sharpen the necessary skills

## Course Objectives:

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

- Identify the main responsibilities handled by financial controllers
- Describe the different financial statements used in their organizations
- Analyze company performance highlighting impact of current operations on future financial results
- Evaluate and present company budgets and assist management in selecting proper plans
- Practice some of the key skills required in Excel to boost the efficiency of accounting and finance work
- Assess internal controls within the finance department and the organization in general

## Who Should Attend?

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Financial controllers, chief accountants, finance or accounting managers, supervisors, staff accountants, general ledger accountants and any professional in accounting and finance who wish to upgrade their skills as well as prepare themselves to assume the responsibilities of a financial controller.

## Course Outline:

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### THE THREE MAIN RESPONSIBILITIES OF FINANCIAL CONTROLLERS

- Accounting and reporting responsibilities
- Budget reporting and analysis
- Managing finance and accounting staff
  - Evolving role of financial controller

### ACCOUNTING AND REPORTING

- A look into International Financial Reporting Standards (IFRS)
- An inside look at the key financial statements
  - Statement of financial position
  - Statement of comprehensive income

- Statement of cash flows
- Statement of changes in owner equity
- Key Performance Indicators (KPIs)
- Supporting bottom-line focus
- Ensuring timely and accurate month and year end close

## **FINANCIAL STATEMENTS INTERPRETATION AND ANALYSIS**

- Key tools in analysis
- Building block of ratios
  - Liquidity ratios
  - Solvency ratios
  - Activity and investment ratios
  - Profitability ratios
- Going beyond numbers reporting
- Techniques used in presenting analysis to management

## **BUDGET REPORTING AND ANALYSIS**

- The budget as an added value activity
- Evaluating the budget and highlighting objectives
- Presenting budget to top management
- Preparing meaningful actual versus budget reports

## **BOOSTING EFFICIENCY IN YOUR DEPARTMENT**

- It's all about excel
  - The 10 must have Excel tips
  - Working with text files
  - Looking up records from a database
  - Validating data and controlling data input
  - Reconciliations and accounts analysis using pivot tables
  - Creating management reports and dashboards
- Personal organization and time management
  - Monitoring staff efficiency to support the accounting close
  - Tools to increase staff productivity
  - Managing staff skills and attitudes

## **CONTROL FUNCTION**

- Structure of internal control
- Setting and updating policies and procedures
- Assessing internal control policies

- Internal controls on financial reporting
- System controls
- Backup and disaster recovery planning
- Ethical considerations

## Course Certificate:

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**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## Course Methodology:

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**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

## Course Fees:

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**To be advised as per the course location.** This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Timings:

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### Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session