



EFFICIENT FINANCE AND ACCOUNTING OPERATIONS: Best Practices and Update

Course Introduction:

This five day program will enhance your ability to understand financial reports, better communicate with financial officers in your organization, evaluate your unit's financial performance, and make sound financial decisions.

The purpose of this course is to help those involved in finance, accounting interpret data from financial reports, including balance sheets, income statements, budgets, and divisional performance reports and make better business decisions based upon this information. Participants will be better able to communicate the financial goals and performances of their departments to outside sources. They will improve their understanding and be able to use financial language to communicate with others, including financial managers in their organizations.

This course provides you with a working knowledge of the principles and practices of the financial management of companies and the financial analysis of leveraged buyouts. It ensures that you acquire a sufficiently thorough understanding of the subject in order to be able to use the tools and techniques in an effective manner

Course Objectives:

By the end of the program, participants will be able to:

- Demonstrate how they can enhance the operations of the finance and accounting departments.
- Apply internationally implemented best practices in the following areas: accounts payable, billing, budgeting, cash management and treasury, costing, filing, financial statements, general ledger, inventory and policies and procedures.
- Leverage their accounting cycle skills.
- Use new tools to make their job efficient and smart.
- Apply their knowledge through hands-on workshops and group presentations.

Who Should Attend?

Professionals in the field of:

- Finance and Accounting
- Managers
- Supervisors
- Finance Professionals

Who need to understand, apply and implement practical tools to enable them to run the finance department more efficiently?

Course Outline:

Importance of Best Practices (BP)

- Defining BP
- Effective Versus Efficient Tools
- Implementation Techniques
- The Importance of Surveys

Finance Process Improvements

- Pivot Tables
- On-line Purchase Interface
- Document Management Systems
- Electronic Expense Reporting

Budgeting Best Practices

- Importance of Budgeting
- Good or Bad Budgets?
- Enhancing Budgeting Process
- The ZBB Versus Traditional Budgeting

Accounts Payable (AP) Best Practices

- Tools Used to Improve AP Processing
- The Role of Accounts Payable and Accounts Payable Cycle
- Improving AP

Billing, Collection, and Cash Management Best Practices

- How to Improve AR Function
- Improving Cash Management

Financial Statement and Reporting Best Practices

- Can We Really Improve Financial Statements?
- XBRL, XML, F9, and Dashboards
- General Ledger
- Payroll

Enhancing the Finance and Accounting (F&A) Departmental Operations

- Planning for Month-end Process
- The New Set of Skills for F&A
- Policies and Procedures

- Meetings, Clean Desk Policy, and Delegations Best Practices
- Hiring the Best, Cross Training, Back-up Strategies, and Teamwork
- Staff Responsibility Charts

Course Certificate:

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

Course Methodology:

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

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International Centre For Training & Development

Course Fees:

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:

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