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FM128:
Accounting and Finance Policies and Procedures (Leadership Level)

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Training Description:

Accounting and finance policies and procedures are the most efficient way to implement company-wide effective internal control tools in any organization. They are part of every business cycle: purchase and payment cycle, inventory and production, HR and payroll, fixed assets and capitalization of costs, and the sales and collection cycle.

On top of that, accounting and finance policies and procedures are essential for the board of directors and senior management to communicate limitations and authorities given to different managers and employees throughout the organization. Moreover, their use is also extended to organize financial reporting and compliance with regulators outside the organization.

Training Objectives:

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

- ✓ Understand basic accounting & finance terms
- ✓ Understand basic economic terms
- ✓ Understand the basic financial statements
- ✓ Gain an in-depth knowledge in budget control & analysis impact on achieving company's objectives
- ✓ Familiarize with Key financial return indicators – meaning and impact: such as IRR, NPV, payback
- ✓ Understand the time value of money concept
- ✓ Identify Cash vs. Accrual concept

Training Designed for:

This course is intended for Professionals in accounting and finance particularly in leadership level.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introducing basic accounting and financial terms
  - Definition of accounting
  - Users of accounting information
  - Basic financial statements
  - The corporation defined
  - Presentation of accounting information by different business entities

DAY TWO:

- ❖ The key financial statements
  - The accounting system
  - The income statement
  - The balance sheet
  - The cash flow statement
  - Cash vs. Accrual concept

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- Cost control
  - Budget as a control tool
  - The control process
  - Characteristics of an effective control system
  - Responsibility reporting
  - Budget control & analysis impact on achieving company's objectives
  - Variance analysis: identifying the components of variance
  - Variance analysis: taking the corrective action

DAY THREE:

- Economic
  - Understanding principles of basic economics terms
  - Microeconomics and Macroeconomics
  - Characteristics of costs, resources, economics systems etc.
  - Economic activity through income, exports, investments, government etc.
  - Economic growth, inflation, wealth, income distribution and much more

DAY FOUR:

- Evaluating the Capital Investment Decision
  - Key financial indicators – meaning and impact
    - Payback
    - Accounting Rate of Return (ARR)
    - Net Present Value (NPV)
    - Internal Rate of Return (IRR)

DAY FIVE:

- Capital budgeting: the investing decisions
  - Examples of exercises involving capital budgeting exercise
  - Time value of money concept: a prerequisite for investing decisions
  - Required rate of return for investments
  - Examples of cash outflows for capital projects
  - Examples of cash inflows for projects
  - Net present value calculation
  - Internal rate of return
- Course Conclusion
- POST-TEST and EVALUATION

Training Requirement:

"**Hand's on practical sessions, equipment** and **software** will be applied during the course if required and as per the client's request."

Please note that the above topics can be amended as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

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Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department