KNOWLEDGE
For Training

1. Course Details:

Course Code : BANK-001
Course Title : Accounting and Finance Policies and Procedures
Course Duration : 5 Days

2. Course Overview

- 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.

3. Learning Outcomes:

- Design and produce a model accounting and finance manual
- Apply accounting concepts and International Financial Reporting Standards
- Set the chart of accounts in details to suit the business model
- Create comprehensive policies and procedures to streamline accounting for fixed assets
- Formulate reporting requirements as per International Financial Reporting Standards
- Develop policies and processes for current assets and current liabilities

4. Course Contents:

Designing Accounting and Finance Manual

- Manual purpose and organization
- Financial authorities and responsibilities
- Process mapping chart: basic Icons
- Accounting department setup
- Planning for proper reporting

Accounting Concepts and Their Application

- Underlying accounting assumptions
- Accrual basis versus cash basis
- Going concern assumption
- System and reliability of measurement
- Concepts of assets, liabilities, income and expense

Chart of Accounts

- Setting-up a chart of accounts
- Accounts and cost centers
- System structure
- Exchange rate differences
- Prepaid and accrual concepts and treatments

Long Term Assets

- Assets capitalization costs
- Depreciation, amortization and depletion
- Impairment of assets
- Disposal of assets

Liabilities

- Approving suppliers for purchases
- Receiving invoices and inventory
- Dividends payable
- Payment orders processing

Production and Inventory Processing

- Recording of production costs
- Inter-department transfers of material
- Issuing finished goods

Accounts Receivables Policies

- Approving clients
- Bank or other guarantees
- Recording invoices
- Collections

Other Accounting Policies

- Debit and credit notes
- Payroll recording and reporting

Reporting

- Essential budgeting policies
- Financial statements process
- Financial analysis

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Account Managers
- Finance Managers
- Decision Makers