ACCOUNTING AND FINANCE | AF-013

Certificate in Accounting Operations

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Course content

Why Attend

Stop what you are doing, take a step back, and look at how you perform your work. You will probably agree that things are currently effective, but could be more efficient. This course will provide you with the tools and techniques necessary to enhance all the building blocks of accounting and finance. From accounts payable and cash management to budgeting and financial statements, we will show you best practices in tools and techniques that will make your job easier and help you deliver more value. The course will also cover behavioral concepts related to the day-to-day accounting and finance operations.

This course uses a mix of exercises, workshops, group case studies, and presentations. Additionally, some time will be devoted to learning practical tools in Excel for reporting, analysis and reconciliation. Conceptual ideas, rules, and best practices will also be discussed in accounting, finance, budgeting and general reporting.

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

- Identify the main elements of a vision for finance and accounting
- Evaluate and improve accounts payable process
- List the key best practices in receivables, inventory and cash management
- Assess the budgeting process in their organizations and recommend improvements
- Apply MS Excel reporting and analysis techniques for a faster accounting and finance operations
- Develop an enhanced understanding of the behavioral concepts related to the day-to-day finance and accounting operations

Professionals in the field of finance and accounting, managers, supervisors, and finance professionals who desire to understand, apply and implement practical tools to enable them to run the finance and accounting departments more efficiently.

- Analytical skills
- Accounts payable management
- Accounting and managing accounts receivables and inventory
- Preparing financial statements
- Budgeting

Course content

Why Attend

- Excel reporting and analysis

Course outline

Day 1: Finance and Accounting Best Practices and Operational Effectiveness

- The importance of best practices
- Effectiveness versus efficiency
- Functions of management
- Finance and accounting vision and mission
- Purposes and processes of finance and accounting
- Customer service survey
- The new set of skills for Finance and Accounting
- Clean desk policy
- Peak performance time
- Successful meetings
- Communication skills
- Reviewing and authorization matrix
- Cross-training and backup strategies

Day 2: Financial Statements and Accounts Payable Management

- Income Statement
- Balance Sheet
- Cash Flow Statement
- Understanding the relationship between financial statements
- Accounts payable lifecycle

Course content

Course outline

- Common AP inefficiencies and areas for improvement
- Centralized versus decentralized AP
- AP and supplier portals
- Electronic expense reporting
- Online purchasing catalogues
- Document management systems

Day 3: Accounts Receivable, Inventory and Cash Management

- Accounts receivable lifecycle
- Accounting for the allowance for doubtful accounts
- Four dimensions of managing AR
- Credit policy
- Billing
- Collection
- AR segmentation
- Inventory lifecycle
- Inventory costing methods
- Valuation and presentation of inventory
- Best practices in inventory management
- Best practices in cash management

Day 4: Fixed Assets and Budgeting Management

- Fixed assets lifecycle
- Capitalizing versus expensing
- Tracking and controlling fixed assets

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Course content

Course outline

- Fixed asset records and reconciliation
- Best practices in fixed asset management
- Budgeting approaches
- Selecting the appropriate budgeting method
- Improving coordination during the budgeting process
- Tips for creating efficiencies in the budgeting process

Day 5: Financial Reporting and Analysis Using Microsoft Excel

- Consolidating data from multiple sources
- Validating data for accuracy
- Structuring data for efficient financial reporting
- Creating and managing PivotTables
- Preparing periodic reports efficiently
- Performing efficient and accurate reconciliations
- Bank statement reconciliation
- Payroll reporting and analysis
- Accounts payable reporting and analysis
- General ledger reporting, reconciliation and analysis
- Budget reporting and analysis
- Invoice analysis and reporting
- Creating flash management reports

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Seminar dates

Available seminar dates

Live dates and pricing for Certificate in Accounting Operations generated from the course details page.

Date	Location	Format	Fee
5 – 9 October 2026	Vienna – Austria	Classroom	**€3,400.-**
16 – 20 November 2026	Barcelona – Spain	Classroom	**€3,080.-**
7 – 11 December 2026	Paris – France	Classroom	**€3,600.-**
11 – 15 January 2027	Munich – Germany	Classroom	**€3,400.-**
8 – 12 February 2027	Amsterdam – Netherlands	Classroom	**€3,400.-**
8 – 12 March 2027	London – U.K	Classroom	**€3,360.-**
12 – 16 April 2027	Istanbul – Turkey	Classroom	**€2,280.-**
10 – 14 May 2027	Vienna – Austria	Classroom	**€3,400.-**
14 – 18 June 2027	Barcelona – Spain	Classroom	**€3,080.-**
12 – 16 July 2027	Paris – France	Classroom	**€3,600.-**
9 – 13 August 2027	Munich – Germany	Classroom	**€3,400.-**
13 – 17 September 2027	Amsterdam – Netherlands	Classroom	**€3,400.-**
11 – 15 October 2027	London – U.K	Classroom	**€3,360.-**
8 – 12 November 2027	Istanbul – Turkey	Classroom	**€2,280.-**
13 – 17 December 2027	Vienna – Austria	Classroom	**€3,400.-**

Live online option Online delivery is available at €1,850.-.

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