



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



THE EFFECTIVE Accounts Assistant



INTERNATIONAL ACCREDITATION ORGANIZATION



UNIVERSITY OF ROCKHAMPTON
MAKING THE DIFFERENCE



Course Introduction:

The program provides a comprehensive introduction to the general nature of the business finance and seeks to de-mystify the accounting process. You are introduced to a complex topic in a clear and understandable manner, and understand the importance of the finance and financial objectives and success of the organization.

You will learn by active participation during the program through the use of exercises, case studies, questionnaires, syndicate and group discussion, and discussions on "real life" issues in their organization.

Course Objectives:

This course is run like a workshop with an emphasis on practical examples where possible. We aim to make the course stimulating, with a mixture of interactive sessions and practical exercises. Understanding and interpreting financial information is essential for all levels of personnel, both within and outside the finance function, if they are to properly contribute to the success of the business.

In this program you will learn:

- The full scope of financial information and reporting supported by a foundation of the important aspects of theory with practical methods and techniques
- Enhance their decision-making skills on financial matters
- Be able to read and interpret information presented in financial reports
- Be more confident about dealing with financial information, particularly when reviewing other companies' financial data
- Understand the key elements of accounting in the context of a practical working environment
- Understand the basic areas of accounting and finance, the terminology and the structure
- Learn a range of practical analytical skills for interpreting and handling financial information

Who Should Attend?

- Anyone who needs to acquire a broader understanding of finance to improve their current role or plan their future career
- Financial Staff who need to expand their knowledge beyond their current experience, particularly if they are considering taking up professional qualifications

- Non-financial personnel who use financial information in their job and are called on to make financial decisions
- This program will be particularly useful for staff working in a smaller company where they are required to take on financial responsibilities alongside an operational role

Course Outline:

Understanding different types of Financial Information

- Who uses Financial Information and why?
- Basic Accounting Terminology explained
- The flow of information in a company
- Distinguishing different types of information and what it is derived from

The Cash Cycle

- How this is managed and controlled
- Customers and Suppliers: The collection and payment processes
- Where finance comes from
- Cash versus profit
- Basic cash flow statements

Costing and Budgeting

- Preparing a departmental budget
- Basic forecasting techniques
- Comparing actual performance with the budget
- Different costing methods used in business
- How we classify costs and set standards

Inventory and Fixed Assets

- The physical verification of assets
- How we establish the value of a companies' inventory
- How fixed assets are recorded
- Different methods of valuation
- Asset lives and depreciation

Financial Statement

- Using Financial Ratios
- Understanding the composition of the Profit and Loss Account
- Interpreting results and making comparisons between companies
- Computing profitability ratios

- The Balance Sheet explained

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

Course Fees:

The logo for the International Center for Training & Development (ICTD) is prominently displayed in the background. It features a stylized graphic of three overlapping curved shapes in blue and yellow, followed by the acronym 'ICTD' in large, light blue, serif capital letters. Below the acronym, the full name 'International Centre For Training & Development' is written in a smaller, grey, sans-serif font. Above the acronym, the Arabic name 'المركز العالمي للتدريب والتطوير' is written in a grey, sans-serif font.

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