BLACKBIRD FOR TRAINING

Financial Accounting and Reporting

25 – 29 October 2027
Accra (Ghana)



Financial Accounting and Reporting

Ref: 3255764_350666 **Date:** 25 – 29 October 2027 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Introduction

This course provides a practical and integrated view of Financial Accounting and Reporting, focusing on how financial data is handled from the moment a transaction is recorded until it is transformed into a clear report that can support monitoring and decision-making.

Financial accounting is not limited to posting entries or preparing statements. It also requires understanding how each financial transaction affects performance, financial position, and cash flow. For this reason, the course focuses on strengthening participants' ability to read accounting data, review it, analyze it, and use it to prepare accurate and well-structured financial reports.

The program follows a practical sequence that begins with understanding the logic of financial accounting, then moves into processing daily transactions, preparing adjustments, building financial statements, analyzing results, and finally preparing internal financial reports that explain financial performance and connect it with operational reality inside the organization.

Course Objectives

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

- Understand the nature of financial accounting and its role in presenting organizational financial performance.
- Track the impact of financial transactions on accounts and financial statements.
- Record financial transactions correctly and systematically.
- Apply accounting treatments related to revenues, expenses, assets, and liabilities.
- Prepare the required accounting adjustments before issuing financial reports.
- Build the main financial statements and link them logically.
- Read the income statement, statement of financial position, and cash flow statement clearly.
- Review financial data and identify errors or inconsistencies.
- Prepare concise and useful internal financial reports for management.
- Use financial analysis to understand performance, profitability, liquidity, and efficiency.
- Improve the quality of financial presentation in terms of accuracy, clarity, and consistency.
- Convert financial figures into information that supports management decisions.



Course Outlines

Day 1: Understanding the Financial Picture of the Organization.

- The role of financial accounting in building a clear picture of organizational performance.
- The accounting cycle and how data moves from transaction to report.
- Classification of main accounts and understanding the nature of each account.
- The impact of financial transactions on assets, liabilities, and equity.
- The relationship between revenues, expenses, and financial results.
- The difference between cash basis and accrual basis accounting.
- Initial reading of the trial balance and accounting system outputs.
- Practical application on analyzing financial transactions and linking them to the correct accounts.

Day 2: Recording Financial Transactions and Processing Accounts.

- Recording daily transactions according to the nature of business activity.
- Processing revenues, sales, expenses, and purchases.
- Handling accounts receivable and accounts payable.
- Accounting treatment for fixed assets and depreciation.
- Handling prepaid and accrued expenses.
- Reviewing accounting entries and ensuring completeness.
- Identifying recording and classification errors.
- Practical exercise on preparing accounting entries for a set of financial transactions.

Day 3: Adjustments and Financial Statement Preparation.

- The importance of accounting adjustments at the end of the financial period.
- Preparing adjustment entries for revenues and expenses.
- Reviewing accounts before preparing financial statements.
- Preparing the income statement and linking it to business results.
- Preparing the statement of financial position and understanding the order of its items.
- Introduction to the cash flow statement and its uses.
- Ensuring consistency of figures across financial statements.
- Practical workshop on preparing simplified financial statements from accounting data.

Day 4: Reading Financial Reports and Analyzing Results.

- Reviewing the quality of the financial report before approval.
- Verifying the accuracy of figures and completeness of data.
- Using vertical and horizontal analysis to read financial statements.
- Analyzing liquidity, profitability, and efficiency ratios.
- Interpreting financial analysis results and linking them to operational performance.
- Identifying indicators that require management follow-up.
- Preparing a financial summary that highlights key results and observations.
- Case study on a financial report and extracting its main messages.



Day 5: Preparing Financial Reports for Management.

- Designing an internal financial report that meets management needs.
- Selecting the most important data and indicators for the report.
- Presenting financial results clearly and concisely.
- Converting figures into useful observations and explanations.
- Responding to management questions related to financial performance.
- Preparing a checklist to ensure report quality before submission.
- Improving the presentation of financial tables and notes.
- Final application on preparing a management financial report and analyzing its results.

Why Attend this Course: Wins & Losses!

- Gain a clearer understanding of how financial data moves from entries to reports.
- Improve the accuracy of recording daily financial transactions.
- Strengthen the ability to prepare accounting adjustments correctly.
- Develop skills in preparing main financial statements.
- Improve the ability to read and interpret financial figures.
- Reduce errors caused by inaccurate classification or treatment.
- Prepare clearer financial reports for management.
- Understand the relationship between financial performance and daily operations.
- Use financial analysis to evaluate results, not only present numbers.
- Improve the quality of internal review before reports are issued.
- Support transparency and consistency in presenting financial information.
- Build a practical approach to handling financial data with greater confidence.

Conclusion

This course gives participants a practical understanding of how financial reports are prepared from daily accounting data, with a focus on accuracy, organization, and analysis. It does not treat financial accounting as a recording process only, but as a system that helps the organization understand its financial performance more clearly.

The course content progresses from understanding accounts and financial transactions to recording entries, preparing adjustments, preparing financial statements, analyzing results, and preparing internal reports that support management. This sequence helps participants see the connection between each step of the accounting process.

The course also focuses on improving report quality through data review, error detection, indicator interpretation, and linking financial results to actual operations inside the organization. This helps transform the financial report from a static numerical document into a tool for monitoring, analysis, and decision support.

By the end of the course, participants will be better able to prepare, review, and analyze financial reports in a structured way that improves the quality of financial information, supports transparency, and provides a clearer view of the organization's financial performance.

