

Financial Accounting Professional Certificate

Cape Town (South Africa)

26 - 30 May 2025

UK Training

PARTNER



Financial Accounting Professional Certificate

Code: FA28 From: 26 - 30 May 2025 City: Cape Town (South Africa) Fees: 3300 Pound

Introduction

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 the 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 day-to-day accounting and finance operations.

Course Objectives of Accounting and Finance

- Identify the main elements of a vision for finance and accounting.
- Evaluate and improve the 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 faster accounting and finance operations.
- Develop an enhanced understanding of the behavioral concepts related to the day-to-day finance and accounting operations.

Accounting and Finance Course Outlines

Day 1

The importance of best practices

- Effectiveness versus efficiency.
- Functions of management.
- Finance and accounting vision and mission.
- Customer service survey.
- Purposes and processes of finance and accounting.

The accounting cycle and financial statements

- The accounting processing cycle.
- Overview of key financial statements
 - Income Statement
 - Balance sheet
 - Cash flow

Day 2

Applying best practices in Accounts Payable AP

- Accounts payable life-cycle.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- AP common inefficiencies - areas for improvement.
- Centralized versus decentralized AP.
- AP/supplier portal.
- Electronic expense reporting.
- Online purchasing catalogue.
- Document management system.

Applying best practices in Accounts Receivable AR, inventory, and Cash

- AR Life cycle.
- Accounting for the allowance for doubtful accounts.
- Four dimensions in managing AR
 - Credit policy.
 - Billing.
 - Collection.
 - AR segmentation.

Day 3

Inventory

- Inventory life-cycle
 - Costing methods.
 - Valuation and presentation of inventory.
- Best practices in inventory management.
- Best practices in cash management.

Best practices in fixed assets and budgeting

- Fixed assets life-cycle.
- Capitalizing versus expensing.
- Tracking fixed assets.
- Budgeting approaches
- Tips for creating efficiencies in the budgeting process.

Day 4

Reporting best practices using MS Excel

- Consolidating your data.
- Validating data for accuracy.
- Using pivot tables
 - Preparing periodic reports in no time.
 - Performing efficient and accurate reconciliation.
 - Bank statement reconciliation.
 - Payroll reporting and analysis.
 - Accounts payable reporting and analysis.
 - General ledger reporting, reconciliation, and analysis.
 - Budgeting reporting and analysis.
 - Invoice analysis and reporting.

UK Training

PARTNER



- Enhancing policies and procedures manuals.

Day 5

Essential behavioral concepts for enhancing Finance and Accounting F&A operations

- The new set of skills for F&A.
- Clean desk policy.
- Peak performance time.
- Successful meetings.
- Communication skills.
- Reviewing and authorization matrix.
- Cross-training and backup strategies.

UK Training
PARTNER



Blackbird Training Cities

Europe



Copenhagen (Denmark)



Sarajevo (Bosnia and Herzegovina)



Málaga (Spain)



Cascais (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Los Angeles (USA)



Florida (USA)



Online



Phoenix (USA)



Texas (USA)



Boston (USA)



Washington (USA)



Miami (USA)



New York (USA)



Toronto (Canada)

USA & Canada

UK Training
PARTNER

Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Singapore (Singapore)
(Kuwait)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Jakarta (Indonesia)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

