SCANDINAVIAN ACADEMY
For Training and Development

Course: Financial Accounting Operations

Code	City	Hotel	Start	End	Price	Language - Hours
834	Amman (Jordan)	Hotel Meeting Room	2025-01-05	2025-01-09	2950 €	En - 25

introduction:

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.

Course Methodology

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.

Course Objectives

- 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

Course outline:

- **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
- **Applying best practices in Accounts Payable (AP)**
  - Accounts payable life-cycle
  - 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
- ◦ 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 in creating efficiencies in budgeting process
- **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
    - ◦ Creating flash management reports
- **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 back up strategies

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.