



**SCANDINAVIAN ACADEMY**  
Training and Development

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# Course: Integrated Financial & Administrative Management: Projects & Public Expenditure

Code	City	Hotel	Start	End	Price	Language - Hours
PM-902	Baku (Azerbaijan)	Hotel Meeting	2026-05-25	2026-06-05	7950 €	En - 50

## Course Introduction

In light of growing economic challenges and increasing financial pressures, the need for efficient and effective public expenditure management has become more critical than ever, alongside ensuring transparency and the optimal use of resources. Financial and administrative procedures play a central role in all phases of project lifecycles—from planning and financing, through implementation and monitoring, to final evaluation.

This comprehensive training course aims to enable participants to understand, analyze, and apply financial and administrative procedures for projects, aligned with the broader framework of public expenditure. It emphasizes best local and international practices with a strong focus on practical applications to ensure efficiency and sustainability.

## General Objective

To enhance participants' capabilities in managing financial and administrative procedures of projects with high efficiency, aligned with local and international financial systems and standards, to achieve optimal levels of transparency and sound financial governance.

## Detailed Objectives

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



- Understand the conceptual and legal framework of financial and administrative procedures for projects.
- Distinguish between types of public expenditures and their requirements.
- Prepare, implement, and monitor project budgets efficiently.
- Apply financial control tools and internal controls.
- Prepare and interpret project financial reports.
- Manage project cash flows effectively and sustainably.
- Coordinate with regulatory and funding agencies to ensure financial compliance.
- Apply principles of financial governance, integrity, and transparency.

## Target Competencies

- Familiarity with financial and administrative procedures for projects and public expenditure.
- Budget preparation and financial reporting skills.
- Ability to analyze financial performance and cash flows.
- Effective management of public spending aligned with government policies.
- Application of transparency, accountability, and sound financial governance standards.

## Target Audience

- Finance and accounting department staff.
- Project managers and controllers.
- Budget planning officers.
- Internal control and audit staff.
- Government and public institution employees.
- Anyone involved in financial, administrative, and regulatory procedures for public spending.



## Course Outline

### **General Framework of Public Expenditure and Financial Procedures**

- Concept and importance of public expenditure in project lifecycles.
- Core principles of public finance.
- Categories of public expenditure (operating, capital, investment).
- Government fiscal policies and their impact on projects.
- Relevant legal and regulatory frameworks.
- Related international standards (IPSAS, IFAC).

### **Project Budget Planning and Preparation**

- Concept and objectives of budgeting.
- Steps in preparing estimated budgets.
- Resource allocation and alignment with objectives.
- Financial forecasting and cost estimation.
- Gap analysis tools.
- Common challenges in budgeting and proposed solutions.

### **Budget Implementation and Expenditure Management**

- Execution of budget items and expenditure monitoring.
- Payment cycles and project settlement procedures.
- Cash flow management.
- Handling external funding and financial support.
- Financial control and deviation management.
- Role of financial information systems in monitoring.

### **Financial Control and Public Expenditure Oversight**

- Types of financial control (internal, external, pre-audit, post-audit).



- Financial control tools in projects.
- Key financial performance indicators and spending controls.
- Financial risk analysis and mitigation strategies.
- Role of oversight bodies (Audit Bureaus, Financial Control Authorities).
- Compliance with integrity and transparency requirements.

## **Financial Reporting and Performance Evaluation**

- Preparation of financial reports (performance reports, interim and final budgets).
- Analysis and interpretation of financial results.
- Evaluation of variances and resolution of financial discrepancies.
- Practical case studies.
- Recommendations to improve expenditure efficiency.

## **Strategic Financial Management for Projects**

- Concept of strategic financial management.
- Integration of financial planning and strategic planning.
- Long-term project financing management.
- Defining strategic financial priorities.
- Linking financial performance with institutional strategic objectives.

## **Procurement and Financial Contract Management**

- Procurement and contract lifecycle.
- Financial aspects of government contracts.
- Management of contractual financial obligations.
- Monitoring and disbursement of contract payments.
- Financial risks in procurement and contracts and mitigation methods.

## **Cash Flow and External Financing Management**

- Concept and operational importance of cash flows.



- Preparing cash flow plans.
- Managing surplus and deficit in cash flows.
- Sources and instruments of external financing.
- External financing obligations in financial reports.

## **Financial Governance and Transparency**

- Principles of sound financial governance.
- Integrity and financial transparency in project management.
- Responsibility for accurate financial reporting.
- Indicators to measure spending efficiency.
- Applied case studies in financial governance and transparency.

## **Workshops and Practical Applications**

- Exercises in preparing integrated budgets.
- Analysis of real project financial reports.
- Designing financial control plans and cash flow frameworks.
- Group work to develop innovative solutions to financial and administrative challenges.



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

### **Program Timings:**

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

### **The program includes:**

- A daily Coffee Break provided during the sessions to ensure participants comfort.