



An ISO 9001:2008 & ISO 29990:2010 Certified Company

Mini MBA: Accounting & Finance

27 Jul - 07 Aug 2015	Geneva
07 - 18 Sep 2015	Barcelona
12 - 23 Oct 2015	Kuala Lumpur
30 Nov - 11 Dec 2015	London



20-Apr-2015



HRCI's pre-approved programs will have the Approved Provider Seal

Mini MBA: Accounting & Finance

Why Choose this Course?

This course is designed to cover the role and importance of accounting and finance in today's business world. It will provide an 'MBA level' experience in terms of content, instruction, discussion, and team exercises.

The course includes a comprehensive illustration of how accounting information is collected, recorded, analysed and presented both internally and externally, to support effective management, control, and decision making. The course offers insights into the main factors that are essential to the successful financial management of corporations, including the efficient allocation of resources, within the economic, competitive, and physical environment. The course will also put emphasis on the importance of good quality corporate governance and management of financial risks.

This course will feature:

- The finance function, and financial and management accounting systems
- The income statement, balance sheet, and cash flow statement
- Using budgets to control the business
- The relevance and importance of finance to the success of your business
- Techniques available to determine the most profitable and worthwhile investments for your business

What are the Goals?

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

- Prepare the income statement, balance sheet, and cash flow statement
- Use accounting techniques to improve profitability and efficiency
- Understand and evaluate corporate financial reports
- Identify and appraise wealth-generating investments
- Recognise, quantify, and control financial risk

How will this be presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include question and answer and group discussion, to develop, and build a framework of core knowledge of the programme topics, illustrating these with real-world examples. There are also workshops, where individuals and groups can work on problems and exercises, analyzing financial data to control operations, measure performance, and make profitable decisions, under the guidance of the Instructor. Realistic case studies, which will provide the opportunity for teams of delegates to analyse situations, explore options, and propose strategies and solutions.

Course Schedule:

GENEVA

27 Jul - 07 Aug 2015

BARCELONA

07 - 18 Sep 2015

KUALA LUMPUR

12 - 23 Oct 2015

LONDON

30 Nov - 11 Dec 2015

The Structure

This comprehensive programme consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - **Accounting, Decision Making, & Financial Communication**

Module 2 - **Finance, Risk Management & Corporate Governance**

Who is this Course for?

This course is suitable for a wide range of professionals, but will greatly benefit:

- Members of the Operational Management Team
- Consultants who provide advice on operations or strategy
- Managers who have responsibility for the control of risk
- Managers who have responsibility for divisional performance
- Senior Staff members of any Department



THE COURSE CONTENT

MODULE01: Accounting, Decision Making, & Financial Communication

DAY01: Introduction to Accounting

- The importance of accounting information
- The role of the Finance Function
- The accounting equation and financial accounting systems
- Recording facts and applying judgement
- Preparing the Income Statement and Balance Sheet
- Accounting principles and accounting standards

DAY02: Accounting Reports

- The format and contents of the Income Statement
- The format and contents of the Balance Sheet
- The effect of depreciation and impairment on profit
- Identifying and valuing inventory
- Preparing the Cash flow Statement
- The importance of cash flow in business

DAY03: Management Accounting for Control and Decision-Making

- Collecting and analyzing costs
- The structure of direct and indirect costs
- Dealing with overheads – absorption costing or ABC?
- Cost-Volume-Profit and break even analysis
- Decision making – make or buy
- Decision making – the effect of limiting factors

DAY04: Communicating the Plan Through Budgeting

- Corporate planning and corporate objectives implemented through budgeting
- The budgeting process and timescale
- Sales budget forecasting techniques
- Cascading the budgets across the whole business
- Preparing functional budgets and the cash budget
- Budgeting principles, methodologies and applications

DAY05: Measuring Performance to Inform Decision Making

- Monthly management reporting
- Setting and using standards
- Identifying and calculating variances
- Operating and planning variances – who is responsible?
- Measuring responsibility centre performance, ROI, RI, and EVA
- Non-financial performance – the Balanced Scorecard

MODULE02: Finance, Risk Management & Corporate Governance

DAY06: Finance and Financial Information

- The meaning and importance of finance in business
- The importance of financial information – internal and external
- The corporate annual report and the financial statements
- Capital employed: long – term assets and working capital
- Analysing financial statements for profitability, liquidity, efficiency & financial structure
- Investment ratios and market data sources

DAY07: Financing the Business and Capital Structure

- Sources and types of long term finance
- Sources and types of short term finance
- Calculating the Cost of Equity – what your shareholders expect
- Calculating the Cost of Debt – it depends on your credit rating
- The weighted average cost of capital (WACC)
- Choosing the best mix of equity and debt

DAY08: CAPEX - Analysis of Investment Decisions

- Growing your business with new investment projects
- Preparing spreadsheet forecasts for investment appraisal
- Basic appraisal techniques: Accounting Rate of Return (ARR) and Payback
- Discounted cash flow appraisal techniques: NPV and IRR
- Capital Rationing and the Profitability Index (PI)
- Dealing with risk in investment appraisal

DAY09: Financial Risk Management

- Risk and uncertainty in business
- How to manage risk – the four Ts
- Financing risk and operating risk
- Foreign currency risk management
- Interest rate risk management
- Role of Internal Audit, Audit Committee, and Chief Risk Officer

DAY10: Corporate Governance

- Recognising the needs of stakeholders
- The origins and development of corporate governance
- Corporate governance codes and regulation
- The role of the Board of Directors
- International corporate governance and the OECD
- Emerging trends in corporate governance

Mini MBA: Accounting & Finance

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

- 27 Jul - 07 Aug 2015, Geneva 07 - 18 Sep 2015, Barcelona
 12 - 23 Oct 2015, Kuala Lumpur 30 Nov - 11 Dec 2015, London

REGISTRATION DETAILS

Family Name:

.....

First Name (Mr./Ms.):

.....

Position:

.....

Company:

.....

Mailing Address:

.....

.....

Telephone

.....

Mobile

.....

Fax

.....

Email

.....

AUTHORISATION

Authorised by:

.....

Position:

.....

Telephone

.....

Fax

.....

Email

.....

Postal Address:

.....

.....

FEES

US\$ 9,900/- per participant

This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

- Please invoice my company
 Please invoice me
 Please find enclosed a cheque payable to AZTECH

CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the program.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

Tel: **+971 4 427 5400**
Fax: **+971 4 427 5401**
Email: **info@aztech.ae**
Website: **www.aztech.ae**

ABOUT AZTECH

TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.