




Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

The Effective Accounts Assistant

23 - 27 Aug 2020, Dubai



 View Details

www.euromatech.com

An ISO 9001:2015
and ISO 29990:2010
Certified Company

The Effective Accounts Assistant

INTRODUCTION

Understanding and interpreting financial information is essential for all levels of personnel, both within and outside the finance function, if they are to properly contribute to the success of the business.

In this Effective Accounts Assistant training course, you will learn:

- The full scope of financial information and reporting supported by a foundation of the important aspects of theory together with practical methods and techniques

WHO SHOULD ATTEND?

- Anyone who needs to acquire a broader understanding of finance to improve their current role or plan their future career
- Financial staff who need to expand their knowledge beyond their current experience, particularly if they are considering taking up professional qualifications or broaden their mandates
- Non-financial personnel who use financial information in their job and are called on to make financial decisions
- Particularly useful for staff working in a smaller company where they are required to take on financial responsibilities alongside an operational role

PROGRAMME OBJECTIVES

- Understand the basic areas of accounting and finance, the terminology and the structure
- Learn a range of practical analytical skills for interpreting and handling financial information
- Understand the key mechanics of accounting in the context of a practical working environment
- Be more confident about dealing with financial information, particularly when reviewing your company or others' financial data
- Be able to read and confidently interpret complex information presented in financial reports
- Enhance decision support skills

TRAINING METHODOLOGY

You will learn by active participation during the training course through the use of exercises, case studies, questionnaires, syndicate and group discussion, and discussions on "real life" issues in their organisations.

PROGRAMME SUMMARY

This EuroMaTech training course provides a comprehensive introduction to the general nature of the business, and seeks to de-mystify how accounting can help you in your role. A complex topic is broken down in a clear and understandable manner, and you leave with a working knowledge of how accounting can help you and your organisation succeed.

PROGRAM OUTLINE

DAY 01

Understanding Different Types of Financial Information

- The different types of financial information
- The flow and hierarchy of information in a company regulated and non-regulated information
- Distinguishing different types of information and what it is derived from
- Basic accounting terminology explained
- The significance of different accounting terms
- Reporting formats and opportunities to enhance their effectiveness

DAY 02

The Cash Cycle

- Cash vs. profit
- The flow of money in and out of a company
- How this is managed and controlled
- Customers & Suppliers: *the collection and payment processes*
- Basic cash flow statements – *creating it and using it to interpret performance*

DAY 03

Inventory and Fixed Assets

- How to establish the value of a companies' inventory
- Different methods of valuation
- How fixed assets are recorded
- Asset lives and depreciation choices
- The physical verification of assets
- Firm value vs book value
- Ratios to measure asset effectiveness

DAY 04

Financial Statements

- Understanding the composition of the income statement (P&L account)
- Computing profitability, liquidity and gearing ratios
- The Balance Sheet explained
- Interpreting results and making comparisons between companies

DAY 05

Costing and Budgeting

- How we classify costs and set standards
- Different costing methods used in business
- Using cost information to determine break-even profitability points
- Basic forecasting techniques
- Comparing actual performance against budget-variance analysis

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

The Effective Accounts Assistant

✓	Date	Venue	Fee(\$)
	23 - 27 Aug 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
- Please invoice me
- Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

Contact Us:

U.K. Office:

109 Mount Pleasant
 Liverpool L3 5TF, United Kingdom
 Telephone: +44 151 709 7100
 Fax: +44 151 709 7181

Middle East Office:

P.O. Box 74693
 Dubai, United Arab Emirates
 Telephone: +971 4 4571 800
 Fax: +971 4 4571 801

Email Address:

info@euromatech.ae

Website:

www.euromatech.com



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