



Consulting and Training | Reach New Heights

Course Name

Certificate in Accounting Operation

Sector Name

Finance, Accounting and Banking

Document Type

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Certificate in Accounting Operation

Course Introduction

This course is designed to provide participants with essential knowledge and skills to identify financial and accounting vision, improve accounts payable, identify best practices, assess budgeting, apply MS Excel, and understand behavioural concepts in daily operations.

Throughout the training program, participants will engage in interactive lectures, hands-on exercises, case studies, and group discussions to gain practical skills and insights into accounting operations.

By the end of the program, participants will be equipped with the knowledge and skills necessary to identify finance and accounting vision, improve accounts payable processes, assess budgeting techniques, utilise MS Excel for financial analysis, and understand behavioural concepts to enhance daily operations in accounting roles.

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Target Audience

- ✓ Executives who have strategic financial oversight of their unit or organization
- ✓ Finance-related roles
- ✓ Accounting-related roles
- ✓ Marketing Managers
- ✓ Financial managers
- ✓ Affiliate marketing leaders
- ✓ Career Enhancers
- ✓ Digital Innovators
- ✓ Business owner / Entrepreneur
- ✓ General / Senior Accountant
- ✓ Business Project Manager
- ✓ Bank Branch Manager
- ✓ Structured Finance Senior Relationship Manager
- ✓ Finance Transformation Manager
- ✓ Risk Manager
- ✓ Investment Analyst

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Learning Objectives

- ✓ Gain a comprehensive understanding of the finance and accounting vision, enabling them to align accounting operations with organizational goals and objectives effectively.
- ✓ Enhance skills in accounts payable management, enabling them to identify opportunities for process improvement, implement best practices, and streamline payment processes.
- ✓ Develop proficiency in budgeting and financial planning techniques, empowering them to create, manage, and monitor budgets for informed decision-making and organizational control.
- ✓ Build competency in using MS Excel for accounting operations, equipping them with essential skills for data analysis, financial modeling, and reporting.
- ✓ Foster an understanding of behavioral concepts in accounting operations, enabling participants to effectively communicate, collaborate, and adapt to changes in organizational environments to drive positive outcomes.

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Course Outline

✓ Day 01

Introduction to Finance and Accounting Vision

- ✓ Understanding the Role of Accounting Operations in Organizational Success
- ✓ Defining Finance and Accounting Vision: Goals, Objectives, and Strategic Alignment
- ✓ Role of Accounting Operations in Supporting Organizational Decision Making
- ✓ Importance of Financial Reporting and Analysis in Driving Business Performance

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Course Outline

✓ Day 02

Accounts Payable Management

- ✓ Overview of Accounts Payable Processes and Procedures
- ✓ Identifying Opportunities for Improving Accounts Payable Efficiency and Accuracy
- ✓ Best Practices in Accounts Payable Management: Invoice Processing, Payment Processing, and Vendor Management
- ✓ Strategies for Streamlining Accounts Payable Processes and Reducing Costs

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Course Outline

✓ Day 03

Budgeting and Financial Planning

- ✓ Introduction to Budgeting: Purpose, Types, and Components
- ✓ Assessing Budgeting Techniques and Methodologies
- ✓ Developing and Managing Budgets: Forecasting, Monitoring, and Variance Analysis
- ✓ Using Budgets as Management Tools for Planning, Control, and Performance Evaluation

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Course Outline

✓ Day 04

MS Excel for Accounting Operations

- ✓ Excel Fundamentals for Accounting Professionals: Basic Functions, Formulas, and Formatting
- ✓ Advanced Excel Techniques for Data Analysis and Reporting
- ✓ Creating Financial Models and Dashboards in Excel
- ✓ Leveraging Excel for Financial Analysis, Budgeting, and Forecasting

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Course Outline

✓ Day 05

Behavioral Concepts in Accounting Operations

- ✓ Understanding Behavioral Concepts and Their Impact on Accounting Operations
- ✓ Applying Behavioral Economics Principles in Decision Making and Problem Solving
- ✓ Techniques for Effective Communication and Collaboration in Accounting Teams
- ✓ Managing Change and Building a Positive Organizational Culture in Accounting Operations

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Jeddah
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Dubai
Nov. 30, 2026	Dec. 4, 2026	5 days	4950.00 \$	Indonesia , Jakarta
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai

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