



Consulting and Training | Reach New Heights

Course Name

Accounting, Finance Policies and Procedures

Sector Name

Finance, Accounting and Banking

Document Type

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Accounting, Finance Policies and Procedures

Course Introduction

At **BOOST**, we recognize that accounting and finance policies and procedures form the backbone of financial integrity, control, and accountability within organizations. Clear, well-designed policies ensure consistency in financial practices, compliance with regulations, accurate reporting, and effective internal control. As organizations grow and face increased regulatory and governance expectations, the need for robust and well-documented accounting and finance procedures becomes increasingly critical.

The **Accounting and Finance Policies and Procedures** course, developed by **BOOST**, is designed to provide an in-depth and practical understanding of how financial policies and procedures are developed, implemented, reviewed, and applied in real organizational environments. This intermediate-level program is intended for professionals who already possess a foundational understanding of accounting and finance concepts and are now expected to work with, interpret, or improve financial policies and procedures.

The course focuses on translating accounting standards, financial regulations, and governance requirements into clear, actionable operational policies and procedures. Participants will explore how

these policies support strong internal controls, effective risk management, audit readiness, and sound decision-making, while ensuring consistency and transparency across all financial activities.

Through structured explanations, applied examples, and practical discussions, participants will strengthen their ability to interpret financial policies, identify gaps or weaknesses, and contribute meaningfully to the continuous improvement of accounting and finance processes within their organizations.

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Accounting, Finance Policies and Procedures

Target Audience

- ✓ Finance and accounting professionals
- ✓ Financial controllers and supervisors
- ✓ Internal audit and risk professionals
- ✓ Compliance and governance staff
- ✓ Finance operations and shared services staff
- ✓ Budgeting and financial planning professionals
- ✓ Managers responsible for approving or overseeing financial activities

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Accounting, Finance Policies and Procedures

Learning Objectives

- ✓ Understand the role of accounting and finance policies in organizational governance
- ✓ Interpret and apply accounting and finance policies consistently
- ✓ Understand how policies translate accounting standards and regulations into practice
- ✓ Identify key components of effective financial policies and procedures
- ✓ Assess the adequacy of existing accounting and finance procedures
- ✓ Recognize risks arising from weak or unclear financial policies
- ✓ Support internal control, compliance, and audit requirements
- ✓ Contribute to the review and improvement of finance policies and procedures

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Accounting, Finance Policies and Procedures

Course Outline

✓ DAY 01

Role of Accounting and Finance Policies in Governance

- ✓ Purpose of accounting and finance policies
- ✓ Relationship between policies, procedures, and controls
- ✓ Regulatory and compliance drivers
- ✓ Alignment with accounting standards and financial regulations
- ✓ Roles and responsibilities in policy ownership
- ✓ Common challenges in policy implementation

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Accounting, Finance Policies and Procedures

Course Outline

✓ Day 02

Core Accounting Policies and Procedures

- ✓ Revenue recognition policies
- ✓ Expense recognition and accruals
- ✓ Asset capitalization and depreciation procedures
- ✓ Inventory accounting policies
- ✓ Provisions, reserves, and write-offs
- ✓ Documentation and approval requirements

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Accounting, Finance Policies and Procedures

Course Outline

✓ Day 03

Financial Control and Transaction Processing Procedures

- ✓ Segregation of duties and authorization controls
- ✓ Cash management and banking procedures
- ✓ Accounts payable and receivable procedures
- ✓ Payroll and employee-related financial controls
- ✓ Journal entries and general ledger controls
- ✓ Managing exceptions and overrides

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Accounting, Finance Policies and Procedures

Course Outline

✓ Day 04

Financial Reporting, Compliance, and Audit Readiness

- ✓ Financial closing and reporting procedures
- ✓ Supporting financial statements with documentation
- ✓ Compliance with internal and external reporting requirements
- ✓ Interaction with internal and external auditors
- ✓ Managing audit findings related to policies and procedures
- ✓ Maintaining consistency and version control

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Accounting, Finance Policies and Procedures

Course Outline

✓ Day 05

Reviewing, Updating, and Improving Finance Policies

- ✓ Assessing effectiveness of policies and procedures
- ✓ Identifying gaps, overlaps, and inefficiencies
- ✓ Responding to regulatory and organizational changes
- ✓ Best practices for policy updates and communication
- ✓ Training and awareness for policy compliance
- ✓ Developing a finance policy improvement action plan
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Texas
June 15, 2026	June 19, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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