

Course Name

Efficient Finance and Accounting Operations: Best Practices and Updates

Sector Name

Finance, Accounting and Banking

Document Type

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Efficient Finance and Accounting Operations: Best Practices and Updates

Course Introduction

Finance and accounting functions today are expected to do far more than process transactions and produce financial statements. They play a central role in maintaining financial discipline, supporting management decisions, managing risk, and ensuring compliance in a demanding business environment.

The Efficient Finance and Accounting Operations: Best Practices and Updates course is designed for finance and accounting professionals who want to improve how their operations actually work on a day-to-day basis.

Within **BOOST**, this program focuses on practical, realistic improvements rather than theory.

Participants will examine common operational challenges such as slow closing cycles, control weaknesses, duplicated effort, and reporting pressure. The course also highlights recent updates in practices, systems, and regulatory expectations, and how finance teams can adapt without disrupting operations. By the end of the program, participants will be able to identify clear opportunities for improvement and apply best practices in a way that fits their own organizations.

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Target Audience

- ✓ Finance managers and supervisors
- ✓ Senior accountants and accounting specialists
- ✓ Finance operations and shared services professionals
- ✓ Accounts payable and receivable supervisors
- ✓ Financial reporting and compliance staff
- ✓ Controllers and assistant controllers
- ✓ Internal audit and risk professionals supporting finance

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Learning Objectives

- ✓ Understand what efficient finance and accounting operations look like in practice
- ✓ Identify weaknesses and inefficiencies in finance processes
- ✓ Apply best practices to improve accuracy, speed, and control
- ✓ Strengthen internal controls without adding unnecessary complexity
- ✓ Improve the quality and reliability of financial reporting
- ✓ Keep finance operations aligned with recent updates and requirements
- ✓ Use simple performance measures to monitor improvement
- ✓ Contribute effectively to continuous improvement initiatives

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Course Outline

✓ DAY 1

Foundations of Efficient Finance and Accounting Operations

- ✓ Role of finance and accounting operations in supporting the business
- ✓ Key finance processes and how they connect to each other
- ✓ Common operational challenges faced by finance teams
- ✓ Impact of inefficiencies on accuracy, deadlines, and decision-making
- ✓ Importance of governance, accountability, and clear responsibilities

What “good practice” looks like in real finance environments

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Course Outline

✓ DAY 2

Internal Controls and Compliance in Daily Finance Work

- ✓ Purpose of internal controls in finance operations
- ✓ Segregation of duties and practical control responsibilities
- ✓ Common control gaps in payables, receivables, and journal entries
- ✓ Embedding controls into daily processes without slowing work
- ✓ Managing compliance with policies, standards, and regulations
- ✓ Dealing with control issues and audit findings

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Course Outline

✓ DAY 3

Improving Core Finance and Accounting Processes

- ✓ Reviewing end-to-end finance process flows
- ✓ Identifying bottlenecks and sources of rework
- ✓ Best practices for month-end and period-end close
- ✓ Improving reconciliations, accruals, and adjustments
- ✓ Enhancing coordination between finance team members
- ✓ Practical ideas for streamlining routine finance activities

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Course Outline

✓ DAY 4

Reporting Quality, Systems, and Recent Updates

- ✓ What makes financial reports useful and reliable
- ✓ Common reporting issues and how to address them
- ✓ Managing reporting timelines and stakeholder expectations
- ✓ Role of systems and tools in finance operations
- ✓ Impact of recent updates in standards, regulations, or practices
- ✓ Adapting finance operations to change without disruption

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Course Outline

✓ DAY 5

Turning Best Practices into Sustainable Improvements

- ✓ Reflecting on current finance and accounting operations
- ✓ Identifying realistic improvement opportunities
- ✓ Prioritizing changes that deliver the most value
- ✓ Defining clear responsibilities and ownership
- ✓ Setting simple performance indicators to track progress
- ✓ Gaining buy-in from management and stakeholders
- ✓ Creating a practical improvement action plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Los Angeles
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Dubai
June 7, 2027	June 11, 2027	5 days	4250.00 \$	UAE , Dubai

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