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Course Name

Accounting Operations Development

Sector Name

Finance, Accounting and Banking

Document Type

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Accounting Operations Development

Course Introduction

Accounting operations are the backbone of an organization's financial management, ensuring accurate recording, reporting, and compliance with regulatory requirements. Efficient accounting operations support informed decision-making, internal controls, and operational efficiency across all business functions. This course provides participants with practical skills to streamline accounting processes, implement best practices, and enhance the effectiveness of accounting operations.

Participants will learn to manage end-to-end accounting workflows, optimize financial processes, and develop reporting and compliance mechanisms. Through practical exercises, case studies, and real-world examples, the program emphasizes accuracy, efficiency, and continuous improvement in accounting operations.

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Target Audience

✓ **Accounting Officers & Accountants**

✓ **Senior Accountants**

✓ General Ledger (GL) Accountants

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Learning Objectives

- ✓ Understand the principles and structure of accounting operations within an organization.
- ✓ Apply best practices for efficient transaction processing and record-keeping.
- ✓ Implement internal controls and compliance measures in accounting workflows.
- ✓ Develop accurate financial reports and performance monitoring tools.
- ✓ Identify opportunities to streamline processes and enhance operational efficiency.

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Accounting Operations Development

Course Outline

✓ DAY 01

Fundamentals of Accounting Operations

- ✓ Overview of accounting operations and organizational role
- ✓ Key accounting principles and standards (IFRS/GAAP)
- ✓ Accounting policies, procedures, and documentation requirements
- ✓ Structure of accounting departments and responsibilities
- ✓ Common challenges and risks in accounting operations

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Course Outline

✓ Day 02

Transaction Processing and Record-Keeping

- ✓ Managing the general ledger and chart of accounts
- ✓ Accounts payable and accounts receivable workflows
- ✓ Cash management and bank reconciliation processes
- ✓ Journal entries, adjustments, and accruals
- ✓ Maintaining accurate and audit-ready records

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Course Outline

✓ Day 03

Internal Controls and Compliance in Accounting

- ✓ Designing and implementing internal control frameworks
- ✓ Segregation of duties and approval hierarchies
- ✓ Compliance with regulatory and reporting requirements
- ✓ Identifying and mitigating operational risks
- ✓ Monitoring and auditing accounting operations

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Course Outline

✓ Day 04

Reporting and Performance Analysis

- ✓ Preparing accurate financial statements and management reports
- ✓ Using KPIs and metrics to monitor operational performance
- ✓ Variance analysis and trend identification
- ✓ Reporting for internal stakeholders and external regulators
- ✓ Ensuring transparency and reliability in financial reporting

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Course Outline

✓ Day 05

Process Optimization and Continuous Improvement

- ✓ Streamlining accounting workflows and automating repetitive tasks
- ✓ Leveraging accounting software and ERP systems
- ✓ Benchmarking and best practices in accounting operations
- ✓ Implementing lessons learned and continuous improvement initiatives
- ✓ Enhancing efficiency, accuracy, and value-added contributions

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 $	UAE , Dubai
Sept. 6, 2027	Sept. 10, 2027	5 days	2150.00 $	Virtual , Online
June 7, 2027	June 11, 2027	5 days	4950.00 $	Greece , Athens
April 4, 2027	April 8, 2027	5 days	4250.00 $	KSA , Riyadh

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