

ACCOUNTING POLICIES AND PROCEDURES TRAINING

"ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION TRAINING"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Accounting policies and procedures are the foundation of effective financial management, providing consistency, transparency, and compliance across all financial operations. Well-defined policies help organizations maintain accurate records, support decision-making, and minimize risks related to errors, fraud, and regulatory non-compliance.

The Accounting Policies and Procedures Training equips participants with the knowledge and practical skills to develop, implement, and enforce comprehensive accounting frameworks. Through interactive sessions, case studies, and exercises, participants will learn how to design standardized procedures that ensure reliable reporting and organizational financial integrity.

Objectives

By the end of this course, participants will be able to:

- Understand the importance of accounting policies and procedures.
- Identify critical accounting and financial processes requiring formal policies.
- Develop and implement standard operating procedures for financial transactions.
- Ensure compliance with accounting standards and regulatory requirements.
- Establish internal controls to minimize errors, fraud, and financial risks.
- Document, communicate, and maintain accounting procedures effectively.
- Monitor and evaluate policy implementation for continuous improvement.
- Align accounting practices with organizational goals and governance standards.

Why Attend

Accurate and standardized accounting practices are essential for organizational stability, transparency, and compliance. This course provides participants with actionable knowledge and tools to create, implement, and maintain accounting policies and procedures, ensuring consistent, reliable, and compliant financial management.

Target Audience

This course is suitable for:

- Accountants, Finance Officers, and Auditors
- Finance and Accounts Managers
- Internal Control and Compliance Professionals
- Administrative and Operations Staff involved in financial processes
- Professionals responsible for financial governance and reporting

Individual Benefits

- Clear understanding of accounting policies and procedures
- Ability to design, implement, and maintain financial frameworks
- Enhanced skills in internal controls and risk mitigation
- Improved compliance with regulatory and accounting standards
- Increased confidence in financial decision-making and reporting
- Practical skills for maintaining accurate and consistent financial records

Organizational Benefits

- Streamlined financial operations and consistent accounting practices
- Enhanced internal control and risk management
- Compliance with accounting standards and regulatory requirements
- Improved accuracy and reliability in financial reporting
- Support for audits, governance, and decision-making
- Reduction in errors, fraud, and operational inefficiencies

Instructional Methodology

The training employs a practical and interactive approach:

- Instructor-led sessions with real-world case studies
- Hands-on exercises in developing and implementing accounting procedures
- Group discussions and scenario-based problem-solving
- Step-by-step guidance on documentation and policy enforcement
- Continuous feedback and Q&A sessions for clarity and understanding

Course Outline

- Module 1: Introduction to Accounting Policies and Procedures
- Module 2: Importance of Standardized Accounting Practices
- Module 3: Identifying Key Financial Processes and Risks
- Module 4: Developing Accounting Policies and Procedures
- Module 5: Implementation and Communication Strategies
- Module 6: Internal Controls and Risk Mitigation
- Module 7: Monitoring, Evaluation, and Continuous Improvement
- Module 8: Compliance with Accounting Standards and Regulations
- Module 9: Case Studies and Best Practices
- Module 10: Capstone Activity - Designing a Comprehensive Accounting Procedure Manual

Certification

Upon successful completion, participants will receive a Certificate in Accounting Policies and Procedures, acknowledging their ability to design, implement, and manage robust accounting frameworks for organizational compliance, accuracy, and efficiency.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

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