



Policies

Accounting and Finance Policies and Procedures



+971 4 556 7171
800 7100 (within UAE)



www.meirc.com



meirc@meirc.com



Meirc ^{+years} 60
Training & Consulting

Why Attend

Accounting and finance policies and procedures are the most efficient way to implement company-wide effective internal control tools in any organization. They are part of every business cycle: purchase and payment cycle, inventory and production, HR and payroll, fixed assets and capitalization of costs, and the sales and collection cycle. On top of that, accounting and finance policies and procedures are essential for the board of directors and senior management to communicate limitations and authorities given to different managers and employees throughout the organization. Moreover, their use is also extended to organize financial reporting and compliance with regulators outside the organization.

In this course participants will be encouraged to think of risk-based processes to write and implement operational policies and procedures. They will learn to allocate tasks to different personnel based on proper segregation of duties and to use software to implement the controls efficiently. Also, the course covers sample financial statements prepared according to the International Financial Reporting System (IFRS).

Course Methodology

This course uses explanations by a subject matter expert on how to write policies and procedures and what to include in them. Participants will be asked to write policies and procedures in different business cycles leading to financial reporting as per IFRS.

Course Objectives

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

- Design and produce a model accounting and finance manual
- Plan the required resources needed for the department
- Apply accounting concepts and International Financial Reporting Standards
- Set the chart of accounts in details to suit the business model
- Create comprehensive policies and procedures to streamline accounting for fixed assets
- Develop policies and processes for current assets and current liabilities
- Formulate reporting requirements as per International Financial Reporting Standards

Target Audience

Professionals in accounting and finance.

Target Competencies

- Designing policies and procedures
- Understanding business cycles
- Applying financial policies
- Preparing accounting procedures
- Segregating employee tasks
- Implementing internal controls
- Developing accounting systems
- Complying with International Financial Reporting Standards (IFRS)

Course Outline

- Designing accounting and finance manual
 - Manual purpose and organization
 - Financial authorities and responsibilities
 - Process mapping chart: basic Icons
- Accounting department setup
 - Planning for proper reporting
 - Planning for Human Resources Versus Software – HRVSS
- Accounting concepts and their application
 - Underlying accounting assumptions



- Accrual basis versus cash basis
- Going concern assumption
- System and reliability of measurement
- Concepts of assets, liabilities, income and expense
- Chart of accounts
 - Setting-up a chart of accounts
 - Accounts and cost centers
 - System structure
 - Exchange rate differences
 - Prepaid and accrual concepts and treatments
- Long term assets
 - Assets capitalization costs
 - Depreciation, amortization and depletion
 - Impairment of assets
 - Disposal of assets
- Liabilities
 - Approving suppliers for purchases
 - Receiving invoices and inventory
 - Accruals
 - Dividends payable
 - Payment orders processing
- Production and inventory processing
 - Recording of production costs
 - Inter-department transfers of material
 - Issuing finished goods
- Accounts receivables policies
 - Approving clients
 - Bank or other guarantees
 - Recording invoices
 - Collections
 - Allowance for doubtful debts
- Other accounting policies
 - Debit and credit notes
 - Payroll recording and reporting
- Reporting
 - Essential budgeting policies
 - Financial statements process
 - Financial analysis



Associations

National Association of State Boards of Accountancy (NASBA) : Meirc Training & Consulting is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website www.learningmarket.org



Location & Date

19 - 23 Sep, 2021

English

Dubai

To be assigned

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2020

US\$ 4900

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

This course is worth 25 NASBA CPEs.



For Companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and date and pay only for 2.



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
7 - 11 Feb, 2021	Advanced Financial Analysis	English	Dubai	US\$ 4900
7 - 11 Feb, 2021	Effective Budgeting and Cost Control	English	Dubai	US\$ 4900
7 - 11 Feb, 2021	Payroll: Preparation, Analysis and Management	English	Dubai	US\$ 4900
14 - 18 Feb, 2021	Advanced Excel: Power Query, Power Pivots and Macros	English	Dubai	US\$ 4900
14 - 18 Feb, 2021	Certified Accounts Receivable Professional	Arabic	Dubai	US\$ 5200
21 - 25 Feb, 2021	Accounts Payable: Accounting and Management Best Practices	English	Dubai	US\$ 4900
28 Feb - 4 Mar, 2021	Financial Analysis and Forecasting: Tools and Techniques	English	Dubai	US\$ 4900
7 - 11 Mar, 2021	Certificate in Accounting and Financial Control	English	Dubai	US\$ 5200
7 - 11 Mar, 2021	Certificate in Advanced Financial Modeling	English	Dubai	US\$ 5200
7 - 11 Mar, 2021	Finance for Non-Finance Professionals	Arabic	Dubai	US\$ 4900
14 - 18 Mar, 2021	Certificate in Advanced Budgeting and Forecasting	English	Dubai	US\$ 5200
14 - 18 Mar, 2021	Professional Skills for Finance and Accounting	English	Dubai	US\$ 4900
21 - 25 Mar, 2021	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4900
21 - 25 Mar, 2021	Financial Analysis Workshop	Arabic	Dubai	US\$ 4900
21 - 25 Mar, 2021	International Financial Reporting Standards (IFRS) and 2021 Updates	Arabic	Dubai	US\$ 4900
21 - 25 Mar, 2021	Managing the Collections and Credit Control Team PLUS	English	Dubai	US\$ 4900
28 Mar - 1 Apr, 2021	Certificate in Fixed Assets Accounting and Management	English	Dubai	US\$ 5200
28 Mar - 1 Apr, 2021	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4900
4 - 8 Apr, 2021	Effective Budgeting and Cost Control	Arabic	Dubai	US\$ 4900
23 - 27 May, 2021	Efficient Finance and Accounting Operations: 2021 Best Practices and Updates	English	Dubai	US\$ 4900
23 - 27 May, 2021	Financial Accounting and Reporting	English	Dubai	US\$ 4900
6 - 10 Jun, 2021	Advanced Financial Analysis	English	Dubai	US\$ 4900
6 - 10 Jun, 2021	Payroll: Preparation, Analysis and	Arabic	Dubai	



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
	Management			US\$ 4900
13 - 17 Jun, 2021	Accounts Payable: Accounting and Management Best Practices	English	Dubai	US\$ 4900
20 - 24 Jun, 2021	Internal Control: Compliance, Operational and Financial	Arabic	Dubai	US\$ 4900
20 - 24 Jun, 2021	Preparing Financial Statements and the Annual Report	English	Dubai	US\$ 4900
4 - 8 Jul, 2021	Certificate in Accounting and Financial Control	English	Dubai	US\$ 5200
11 - 15 Jul, 2021	International Financial Reporting Standards (IFRS) and 2021 Updates	English	Dubai	US\$ 4900
25 - 29 Jul, 2021	Certificate in Professional Accounting	English	Dubai	US\$ 5200
1 - 5 Aug, 2021	Effective Budgeting and Cost Control	English	Dubai	US\$ 4900
8 - 12 Aug, 2021	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4900
8 - 12 Aug, 2021	Financial Modeling Workshop Using Excel	English	Dubai	US\$ 4900
15 - 19 Aug, 2021	Certified Accounts Receivable Professional	English	Dubai	US\$ 5200
22 - 26 Aug, 2021	Certificate in Cost Analysis, Control and Optimization	English	Dubai	US\$ 5200
22 - 26 Aug, 2021	Certificate in Treasury and Cash Management	English	Dubai	US\$ 5200
29 Aug - 2 Sep, 2021	Finance for Non-Finance Professionals	English	Dubai	US\$ 4900
5 - 9 Sep, 2021	Efficient Finance and Accounting Operations: 2021 Best Practices and Updates	Arabic	Dubai	US\$ 4900
5 - 9 Sep, 2021	Payroll: Preparation, Analysis and Management	English	Dubai	US\$ 4900
12 - 16 Sep, 2021	Accounts Payable: Accounting and Management Best Practices	Arabic	Dubai	US\$ 4900
12 - 16 Sep, 2021	Advanced Financial Analysis	English	Dubai	US\$ 4900
19 - 23 Sep, 2021	Accounting for Non-Accountants	Arabic	Dubai	US\$ 4900
19 - 23 Sep, 2021	Certificate in International Financial Reporting Standards (CertIFR): Preparation Course	English	Dubai	US\$ 5200
26 - 30 Sep, 2021	Advanced Excel: Power Query, Power Pivots and Macros	English	Dubai	US\$ 4900
3 - 7 Oct, 2021	Dynamic Business Reports and Dashboards Using Excel	English	Dubai	US\$ 4900



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
3 - 7 Oct, 2021	Financial Acumen: Roadmap to Business Success	English	Dubai	US\$ 4900
10 - 14 Oct, 2021	Financial Analysis Workshop	English	Dubai	US\$ 4900
10 - 14 Oct, 2021	Professional Skills for Finance and Accounting	Arabic	Dubai	US\$ 4900
17 - 21 Oct, 2021	Effective Budgeting and Cost Control	Arabic	Dubai	US\$ 4900
17 - 21 Oct, 2021	Managing the Collections and Credit Control Team PLUS	English	Dubai	US\$ 4900
17 - 21 Oct, 2021	Trade Finance, Letters of Credit and Bank Guarantees	English	Dubai	US\$ 4900
24 - 28 Oct, 2021	Certificate in Accounting and Financial Control	English	Dubai	US\$ 5200
24 - 28 Oct, 2021	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4900
31 Oct - 4 Nov, 2021	Finance for Non-Finance Professionals	Arabic	Dubai	US\$ 4900
7 - 11 Nov, 2021	Advanced Financial Analysis	Arabic	Dubai	US\$ 4900
7 - 11 Nov, 2021	Certificate in Fixed Assets Accounting and Management	English	Dubai	US\$ 5200
14 - 18 Nov, 2021	Accounts Payable: Accounting and Management Best Practices	English	Dubai	US\$ 4900
14 - 18 Nov, 2021	Certificate in Advanced Budgeting and Forecasting	English	Dubai	US\$ 5200
21 - 25 Nov, 2021	Certificate in Advanced Financial Modeling	English	Dubai	US\$ 5200
21 - 25 Nov, 2021	Efficient Finance and Accounting Operations: 2021 Best Practices and Updates	English	Dubai	US\$ 4900
21 - 25 Nov, 2021	Financial Accounting and Reporting	English	Dubai	US\$ 4900
5 - 9 Dec, 2021	Certificate in Treasury and Cash Management	English	Dubai	US\$ 5200
5 - 9 Dec, 2021	Effective Budgeting and Cost Control	English	Dubai	US\$ 4900
5 - 9 Dec, 2021	Payroll: Preparation, Analysis and Management	Arabic	Dubai	US\$ 4900
12 - 16 Dec, 2021	Advanced Financial Analysis	English	Dubai	US\$ 4900
12 - 16 Dec, 2021	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4900
19 - 23 Dec, 2021	International Financial Reporting Standards (IFRS) and 2021 Updates	Arabic	Dubai	US\$ 4900



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
26 - 30 Dec, 2021	Finance for Non-Finance Professionals	English	Dubai	US\$ 4900



Meirc Timeline



2020

Meirc launches its virtual learning solutions



2019

Meirc launches its Professional Qualification training and introduces Hands-on Automation and Process Control Courses



2018

Meirc celebrates its 60th anniversary



2017

Meirc introduces its blended learning methodology



2015

Meirc relocates to its newly acquired HQ office in Bay Square, Business Bay, Dubai



2014

Meirc adds PLUS Specialty Training, a new division providing technical and industry-specific courses



2007

Meirc opens an office in Jeddah, Saudi Arabia



2004

Meirc opens an office in Abu Dhabi, UAE



1997

Meirc is the 1st training company in the region to have its own website



1991

Meirc becomes headquartered in Dubai, UAE



1988

Meirc celebrates its 30th anniversary with its advisory committee (Aramco, Bapco, KOC, QPC)



1967

Meirc builds its own office building in Beirut



1958

Meirc is founded in Beirut by the late Simon Siksek

Call us

+971 4 556 7171
800 7100 (within UAE)

Email us

meirc@meirc.com

Website

www.meirc.com



Meirc
Training & Consulting