



Professional Skills for Finance and Accounting



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Meirc
Training & Consulting

Why Attend

This course covers the essential skills needed for finance staff to excel in their companies. From macro level management and financial overview to personal organization and time management, various skills are put into practice to help participants become more successful at the workplace.

Course Methodology

This course relies on a variety of individual and team exercises supported with role plays as well as individual and group presentations and Excel workshops.

Course Objectives

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

- Identify the relationship between the various financial statements
- Explain the characteristics of 'delegation' and apply various personal organization management techniques
- Evaluate skills and attitudes of finance staff and identify their communication personality styles
- Practice some of the essential Excel skills to increase efficiency and productivity
- Apply finance policies and procedures to add value and communicate effectively with other departments

Target Audience

Financial managers, financial controllers, finance department heads, chief financial officers, accounting managers, senior finance officers, accountants, finance staff and analysts.

Target Competencies

- Interpreting financial statements
- Delegation
- Communication
- Organization
- Time management

Course Outline

- The macro finance picture
 - Understanding the accounting cycle
 - The income statement
 - The balance sheet
 - Changes in owners' equity statements
 - Cash flow statements
 - The relationship of financial statements
 - Functions of management
 - Elements of a vision for finance and accounting department
 - Effectiveness versus efficiency
 - Supporting the operating departments
 - Purpose of the finance and accounting function
- Personal organization and time management
 - The new skills set
 - Delegation and priorities
 - Delegation characteristics
 - Rules of delegation
 - Handling meetings effectively
 - Maintaining clean desk policy
 - Managing your in-box
 - Peak performance time



- Managing the finance function
 - Hiring the best people
 - Identifying recruitment criteria
 - Developing interviewing skills
 - Interpersonal communication
 - Fundamentals of communication skills
 - Personality communication styles
 - The attitude and skills matrix
 - Evaluating finance staff performance
 - Employee motivation tools
- Key Excel functions and tools to enhance efficiency
 - Consolidating multiple sets of data
 - Applying control at the data entry through data validation
 - Reconciling accounts by using 'vlookup'
- Organizing the finance function
 - Teamwork skills in finance and accounting
 - Assessing the need for team building program
 - Finance as a project
 - Organizing by function
 - Organizing by purpose
 - Staff duties and responsibilities
 - The need for review and authorization procedures
 - The authorization matrix and control of processes in organizations
 - Cross training and backup strategies
 - Scheduling the monthly accounting cycle
- Policies and procedures
 - Purposes of the policies and procedures manual
 - Documenting and communicating financial policies
 - Staff involvement and responsibilities



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

15 - 19 Sep, 2019	English	Istanbul	Intercontinental Istanbul
8 - 12 Dec, 2019	English	Dubai	Raffles Dubai

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

Per participant - 2019 US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

This course is worth 25 NASBA CPEs.

Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
7 - 11 Jul, 2019	Certified Financial Manager	English	Dubai	US\$ 5100
7 - 11 Jul, 2019	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	Arabic	Dubai	US\$ 4800
14 - 18 Jul, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	Arabic	Dubai	US\$ 4800
14 - 18 Jul, 2019	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4800
21 - 25 Jul, 2019	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4800
21 - 25 Jul, 2019	Forecasting and Analyzing Cash Flow	English	Dubai	US\$ 4800
28 Jul - 1 Aug, 2019	Financial Modeling Workshop Using Excel	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Financial Accounting and Reporting	Arabic	Dubai	US\$ 4800
25 - 29 Aug, 2019	Advanced Financial Analysis	English	Istanbul	US\$ 4800
1 - 5 Sep, 2019	Accounting for Non-Accountants	Arabic	Dubai	US\$ 4800
1 - 5 Sep, 2019	Dynamic Business Reports and Dashboards Using Excel	English	Dubai	US\$ 4800
4 - 6 Sep, 2019	Advanced Financial Analysis: A Hands-On Workshop	English	Beirut	US\$ 3600
8 - 12 Sep, 2019	Corporate Finance Workshop	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	English	Abu Dhabi	US\$ 4800
8 - 12 Sep, 2019	Financial Analysis Workshop	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Payroll: Preparation, Analysis and Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Accounts Receivable and Credit Policies Management	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Certificate in Accounting and Financial Control	English	Dubai	US\$ 5100
22 - 26 Sep, 2019	Financial Acumen: Roadmap to Business Success	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Certificate in Treasury and Cash Management	English	Riyadh	US\$ 5100
29 Sep - 3 Oct, 2019	Management Reporting for Business Performance Review	English	Dubai	US\$ 4800



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
6 - 10 Oct, 2019	Advanced Financial Analysis	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Effective Budgeting and Cost Control	Arabic	Dubai	US\$ 4800
6 - 10 Oct, 2019	Preparing Financial Statements and the Annual Report	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certificate in Modern Accounting and Finance Operations	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Accounts Payable: Accounting and Management Best Practices	Arabic	Riyadh	US\$ 4800
20 - 24 Oct, 2019	Financial Accounting and Reporting	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Financial Forecasting: Tools and Techniques	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Managing the Collections and Credit Control Team PLUS	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Certificate in Treasury and Cash Management	English	Dubai	US\$ 5100
3 - 7 Nov, 2019	Trade Finance, Letters of Credit and Bank Guarantees	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certificate in Advanced Budgeting and Forecasting	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certificate in Advanced Financial Modeling	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certificate in International Financial Reporting Standards (CertIFR): Preparation Course	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Payroll: Preparation, Analysis and Management	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Accounts Payable: Accounting and Management Best Practices	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	Advanced Financial Analysis	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Certificate in Fixed Assets Accounting and Management	English	Dubai	US\$ 5100
24 - 28 Nov, 2019	Advanced Excel: Power Query, Power Pivots and Macros	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	Finance for Non-Finance Professionals	Arabic	Dubai	US\$ 4800
24 - 28 Nov, 2019	Forecasting and Analyzing Cash Flow	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Efficient Finance and Accounting	English	Dubai	US\$ 4800



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
	Operations: 2019 Best Practices and Updates			
8 - 12 Dec, 2019	Accounts Receivable and Credit Policies Management	English	Dubai	US\$ 4800
8 - 12 Dec, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	Arabic	Dubai	US\$ 4800
15 - 19 Dec, 2019	Accounting and Finance Policies and Procedures	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Advanced Financial Analysis	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Effective Budgeting and Cost Control	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Certificate in Cost Analysis, Control and Optimization	English	Dubai	US\$ 5100
22 - 26 Dec, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Financial Accounting and Reporting	Arabic	Dubai	US\$ 4800



Meirc Timeline

2018

Meirc celebrates its 60th anniversary

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

