



## Course : Efficient Finance & Accounting Operations

This course equips delegates with the skills to conduct finance and accounting operations efficiently and effectively, improving profitability, liquidity, and financial risk management across their organisation.

|                     |            |                   |                                             |
|---------------------|------------|-------------------|---------------------------------------------|
| <b>City :</b>       | Riyadh     | <b>Hotel :</b>    | Four Seasons Hotel Riyadh at Kingdom Centre |
| <b>Start Date :</b> | 2025-12-21 | <b>End Date :</b> | 2025-12-25                                  |
| <b>Period :</b>     | 1 Week     | <b>Price :</b>    | 3950 \$                                     |

## Course Overview

The Efficient Finance & Accounting Operations training course is a highly participative programme designed to equip delegates with the skills to conduct finance and accounting operations efficiently—from raising and investing finance to preparing financial statements and management reports.

This EuroMaTech course enables participants to support their organisation's strategic and financial objectives by adopting the most effective methods for financing growth plans and evaluating potential projects using Payback, NPV, IRR, and MIRR.

Additionally, the course develops core accounting skills with a focus on efficient bookkeeping, preparation of financial statements, cash flow and working capital management, budgeting, and costing.

Key Competencies Developed

### Participants will enhance the following competencies:

- Analytical Skills: Evaluate finance and investment opportunities, as well as financial statements.
- Communication Skills: Present financial plans and make informed recommendations.
- Risk Management Skills: Identify, evaluate, and recommend appropriate risk management strategies.
- Management Skills: Make informed financial decisions to improve performance, cash, and liquidity management.
- Reporting Skills: Use financial assessments to support functional knowledge and decision-making.

## Course Objectives

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

- Recommend the most appropriate and efficient methods of financing.
- Evaluate and make informed investment decisions.
- Prepare accurate and comprehensive financial statements.
- Manage short-term liquidity and working capital effectively.
- Develop, implement, and control budgets efficiently.

## Target Audience

This course is critical for the success of any organisation and is highly beneficial for:

HighPoint Training and Management Consultancy

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- Finance professionals seeking to enhance their skills.
- Strategic managers evaluating the financial implications of major decisions.
- Operational, marketing, and production managers who liaise with finance departments.
- Professionals aspiring to manage departments where financial analysis and planning are key requirements.
- Risk managers seeking to adopt the latest techniques in financial risk management.

## Methodology

The course combines interactive presentations, practical exercises, video materials, activities, and case studies. Delegates will actively relate the principles of Financial Planning & Analysis to their specific workplace needs. Comprehensive course notes and a clear glossary of key finance and accounting terms will be provided.

## Course Outline

### Day 1: Finance Operations - Raising Finance Efficiently

- Overview of Financial Management: Roles and Scope
- Sources of Short-Term and Long-Term Finance
- Evaluating Short-Term Financing Options
- Financing Investment Projects
- Cost of Debt and Cost of Equity (Dividend Growth Model & CAPM)
- Weighted Average Cost of Capital (WACC)
- Determining the Optimal Capital Structure

### Day 2: Finance Operations - Investing Efficiently

- Capital Investment Appraisal Techniques
- Payback, Net Present Value (NPV), Internal Rate of Return (IRR), and Modified IRR (MIRR)
- Financial Analysis and Project Evaluation
- Project Management and Control
- Evaluating and Managing Financial Risk

### Day 3: Accounting Operations - Efficient Bookkeeping & Financial Statements

- Efficient Bookkeeping Techniques
- Preparation of Final Accounts: Income Statement, Balance Sheet, and Cash Flow Statement
- Financial Statement Analysis and Business Performance Evaluation
- Common Size Statements
- Trend Analysis
- Ratio Analysis
- Dupont Analysis
- Z-Scores and Investment Ratios
- Cash Flow Ratios
- Peer Group and Industry Comparisons
- Accounting Policies and IFRS Considerations
- Using Financial Reports to Support Decision-Making

#### **Day 4: Accounting Operations - Cash Flow & Working Capital Management**

- Evaluating Working Capital and Liquidity
- Inventory Management
- Accounts Receivable Management and Invoice Processing
- Accounts Payable and Payroll Management
- Cash Flow Management and Bank Reconciliation

#### **Day 5: Accounting Operations - Budgeting & Costing**

- Cost Classifications and Behavior
- Break-Even Analysis and Cost-Volume-Profit Analysis
- Budget Development, Negotiation, and Implementation
- Using Budgets to Support Decision-Making
- Budgetary Control and Monitoring

### **Certificates**

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.