informatech



ACCOUNTING AND FINANCE | F03

Certificate in Accounting and Financial Control

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Course content

Why Attend

This course covers several activities that are practiced by financial controllers, from preparing and reviewing financial statements, analyzing an organization's financial health and performance, and administering the budget process and control function, to managing staff performance and enhancing their productivity. This course provides professionals the chance to practice these responsibilities and sharpen the necessary skills.

This courses focuses on exercises, case studies, Excel workshops, and individual and group presentations.

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

• Identify the main responsibilities handled by financial controllers

• Describe the different financial statements used in their organizations

• Analyze company performance highlighting impact of current operations on future financial results

• Evaluate and present company budgets and assist management in selecting proper plans

• Practice some of the key skills required using Excel to boost the efficiency of accounting and finance work

• Assess internal controls within the finance department and the organization in general

Financial controllers, chief accountants, finance or accounting managers, supervisors, staff accountants, general ledger accountants and any professional in accounting and finance who wish to upgrade their skills as well as prepare themselves to assume the responsibilities of a financial controller.

• Financial accounting and reporting

• Financial statements analysis

• Budgeting and process improvement

• Excel functions and tools

Course outline

The main responsibilities of financial controllers



Course content

Course outline

- Accounting and reporting responsibilities
- Budget reporting and analysis

Managing finance and accounting staff

- Evolving role of financial controller

Accounting and reporting

- Overview of the main International Financial Reporting Standards (IFRS)

An inside look at the key financial statements

- Statement of financial position
- Statement of comprehensive income
- Statement of cash flows
- Statement of changes in owner equity
- Key Performance Indicators (KPIs)
- Supporting bottom-line focus
- Month and year end close: Controller as a project manager

Financial statements interpretation and analysis

- Key tools in analysis

Building block of ratios

- Liquidity ratios
- Solvency ratios
- Activity and investment ratios



Course content

Course outline

- Profitability ratios
- Going beyond numbers reporting
- Excel techniques used in presenting analysis to management

Budget reporting and analysis

- The budget as an added value activity
- Evaluating the budget and highlighting objectives
- Presenting budget to top management
- Preparing meaningful actual versus budget reports

Control function

- Structure of internal controls
- Setting and updating policies and procedures
- Assessing internal control policies
- Internal controls on financial reporting
- System controls
- Backup and disaster recovery planning
- Ethical considerations
- Boosting efficiency in your department

It's all about Excel

- The 10 must have Excel tips
- Working with text files
- Looking up records from a database



Course content

Course outline

- Validating data and controlling data input
- Reconciliations and accounts analysis using pivot tables
- Creating management reports and dashboards

Personal organization and time management

- Monitoring staff efficiency to support the accounting close
- Tools to increase staff productivity
- Managing staff skills and attitudes



Seminar dates

Available seminar dates

Live dates and pricing for Certificate in Accounting and Financial Control generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Vienna - Austria	Classroom	**€3,400.-**
11 - 15 January 2027	London - U.K	Classroom	**€3,360.-**
8 - 12 February 2027	Munich - Germany	Classroom	**€3,400.-**
8 - 12 March 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
12 - 16 April 2027	Istanbul - Turkey	Classroom	**€2,280.-**
10 - 14 May 2027	Rome - Italy	Classroom	**€3,400.-**
14 - 18 June 2027	Istanbul - Turkey	Classroom	**€2,280.-**
12 - 16 July 2027	Vienna - Austria	Classroom	**€3,400.-**
9 - 13 August 2027	London - U.K	Classroom	**€3,360.-**
13 - 17 September 2027	Munich - Germany	Classroom	**€3,400.-**
11 - 15 October 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
8 - 12 November 2027	Istanbul - Turkey	Classroom	**€2,280.-**
13 - 17 December 2027	Rome - Italy	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.