

Certificate in Accounting Operations

Course code: AF-013



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Stop what you are doing, take a step back, and look at how you perform your work. You will probably agree that things are currently effective, but could be more efficient. This course will provide you with the tools and techniques necessary to enhance all the building blocks of accounting and finance. From accounts payable and cash management to budgeting and financial statements, we will show you best practices in tools and techniques that will make your job easier and help you deliver more value. The course will also cover behavioral concepts related to the day-to-day accounting and finance operations.

Why Attend

This course uses a mix of exercises, workshops, group case studies, and presentations. Additionally, some time will be devoted to learning practical tools in Excel for reporting, analysis and reconciliation. Conceptual ideas, rules, and best practices will also be discussed in accounting, finance, budgeting and general reporting.

Who Should Attend

Professionals in the field of finance and accounting, managers, supervisors, and finance professionals who desire to understand, apply and implement practical tools to enable them to run the finance and accounting departments more efficiently.

— Learning Objectives

- Identify the main elements of a vision for finance and accounting
- Evaluate and improve accounts payable process
- List the key best practices in receivables, inventory and cash management
- Assess the budgeting process in their organizations and recommend improvements
- Apply MS Excel reporting and analysis techniques for a faster accounting and finance operations
- Develop an enhanced understanding of the behavioral concepts related to the day-to-day finance and accounting operations

Course Outline

DAY
1

Finance and Accounting Best Practices and Operational Effectiveness

- The importance of best practices
- Effectiveness versus efficiency
- Functions of management
- Finance and accounting vision and mission
- Purposes and processes of finance and accounting
- Customer service survey
- The new set of skills for Finance and Accounting
- Clean desk policy
- Peak performance time
- Successful meetings
- Communication skills
- Reviewing and authorization matrix
- Cross-training and backup strategies

DAY
2

Financial Statements and Accounts Payable Management

- Income Statement
- Balance Sheet
- Cash Flow Statement
- Understanding the relationship between financial statements
- Accounts payable lifecycle
- Common AP inefficiencies and areas for improvement
- Centralized versus decentralized AP
- AP and supplier portals
- Electronic expense reporting
- Online purchasing catalogues
- Document management systems

DAY
3

Accounts Receivable, Inventory and Cash Management

- Accounts receivable lifecycle
- Accounting for the allowance for doubtful accounts
- Four dimensions of managing AR
- Credit policy

- Billing
- Collection
- AR segmentation
- Inventory lifecycle
- Inventory costing methods
- Valuation and presentation of inventory
- Best practices in inventory management
- Best practices in cash management

DAY
4

Fixed Assets and Budgeting Management

- Fixed assets lifecycle
- Capitalizing versus expensing
- Tracking and controlling fixed assets
- Fixed asset records and reconciliation
- Best practices in fixed asset management
- Budgeting approaches
- Selecting the appropriate budgeting method
- Improving coordination during the budgeting process
- Tips for creating efficiencies in the budgeting process

DAY
5

Financial Reporting and Analysis Using Microsoft Excel

- Consolidating data from multiple sources
- Validating data for accuracy
- Structuring data for efficient financial reporting
- Creating and managing PivotTables
- Preparing periodic reports efficiently
- Performing efficient and accurate reconciliations
- Bank statement reconciliation
- Payroll reporting and analysis
- Accounts payable reporting and analysis
- General ledger reporting, reconciliation and analysis
- Budget reporting and analysis
- Invoice analysis and reporting
- Creating flash management reports

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Vienna - Austria	€2,125
16 - 20 November 2026	Barcelona - Spain	€1,925
7 - 11 December 2026	Paris - France	€2,250
11 - 15 January 2027	Munich - Germany	€2,125
8 - 12 February 2027	Amsterdam - Netherlands	€2,125
8 - 12 March 2027	London - United Kingdom	€2,100
12 - 16 April 2027	Istanbul - Türkiye	€1,425
10 - 14 May 2027	Cape Town - South Africa	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.