

aractech

Global Learning for Operational Leaders



ACCOUNTING AND FINANCE

Certificate in Accounting Operations

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Course content

Why Attend

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.

Course Methodology

- 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.

Course 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

Target Audience

- 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.
- Target Competencies
- Analytical skills
- Accounts payable management

Course outline

Detailed course outline

Module-by-module outline for Certificate in Accounting Operations.

Module 1 - The importance of best practices

- Effectiveness versus efficiency
- Functions of management
- Finance and accounting vision and mission
- Customer service survey
- Purposes and processes of finance and accounting

Module 2 - The accounting cycle and financial statements

- The accounting processing cycle

Module 3 - Overview of key financial statements

- Income Statement
- Balance sheet
- Cash flow

Module 4 - Applying best practices in Accounts Payable (AP)

- Accounts payable life-cycle
- AP common inefficiencies - areas for improvement
- Centralized versus decentralized AP
- AP/supplier portal
- Electronic expense reporting
- Online purchasing catalogue

Course outline

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Module 5 - Applying best practices in Accounts Receivable (AR), inventory and Cash

- AR Life cycle
- Accounting for the allowance for doubtful accounts
- Four dimensions in managing AR
- Credit policy
- Billing
- Collection

Seminar dates

Available seminar dates

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

Date	Location	Format	Fee
8 - 12 June 2026	Munich	Classroom	€2,415
6 - 10 July 2026	Amsterdam	Classroom	€2,975
10 - 14 August 2026	London	Classroom	€2,940
14 - 18 September 2026	Istanbul	Classroom	€1,995
5 - 9 October 2026	Vienna	Classroom	€2,975
16 - 20 November 2026	Barcelona	Classroom	€2,695
7 - 11 December 2026	Paris	Classroom	€3,150

Live online option

Online delivery is available at €1,250.