

ACCOUNTING AND FINANCE | AF-047

Internal Controls for Finance Teams

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Course content

Why Attend

Finance teams process payments, revenue, payroll and reporting, so strong internal controls are essential to prevent errors and fraud and to produce reliable financial information.

This Aractech course covers control principles, finance process risks, segregation of duties, authorisation and approvals, reconciliations, IT and system controls, documentation, monitoring and responding to control weaknesses. Participants map controls for key finance processes.

Course Methodology

- Process mapping
- Control design exercises
- Case studies
- Group discussions
- Reviews

Course Objectives

- Apply internal control principles in finance
- Identify risks in finance processes
- Design segregation of duties and approvals
- Perform effective reconciliations
- Use system and IT controls
- Document, monitor and improve controls

Target Audience

- Finance managers and controllers
- Accountants

Course content

- Accounts payable and receivable teams
- Payroll staff

Course outline

Detailed course outline

Day-by-day outline for Internal Controls for Finance Teams.

Day 1 - Control Principles

- 09:00-09:45 | Purpose of controls
- 09:45-10:30 | Control frameworks
- 10:30-11:00 | Preventive and detective controls
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Preventive and detective controls (continued)
- 11:45-12:30 | Control environment
- 12:30-14:00 | Exercise: Control self-assessment

Day 2 - Finance Process Risks

- 09:00-09:45 | Payables
- 09:45-10:30 | Receivables
- 10:30-11:00 | Payroll
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Payroll (continued)
- 11:45-12:30 | Treasury
- 12:30-14:00 | Workshop: Risk mapping

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Day 3 - Key Controls

- 09:00-09:45 | Segregation of duties
- 09:45-10:30 | Approvals
- 10:30-11:00 | Reconciliations
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Reconciliations (continued)
- 11:45-12:30 | Master data
- 12:30-14:00 | Exercise: Reconciliation review

Day 4 - System Controls

- 09:00-09:45 | Access controls
- 09:45-10:30 | Automated controls
- 10:30-11:00 | Change management
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Change management (continued)
- 11:45-12:30 | Data integrity
- 12:30-14:00 | Case study: Payment fraud

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Day 5 - Monitoring

- 09:00-09:54 | Documentation
- 09:54-10:48 | Testing
- 10:48-11:00 | Deficiencies
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Deficiencies (continued)
- 12:12-13:06 | Continuous improvement
- 13:06-14:00 | Capstone: Finance control framework

Seminar dates

Available seminar dates

Live dates and pricing for Internal Controls for Finance Teams generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Kuala lumpur	Classroom	€1,925
7 - 11 December 2026	Barcelona	Classroom	€2,815
11 - 15 January 2027	Cape Town	Classroom	€1,625
8 - 12 February 2027	Frankfurt	Classroom	€1,875
8 - 12 March 2027	Barcelona	Classroom	€2,815
12 - 16 April 2027	London	Classroom	€2,315
10 - 14 May 2027	Rome	Classroom	€3,460
14 - 18 June 2027	Kuala lumpur	Classroom	€1,925
12 - 16 July 2027	Barcelona	Classroom	€2,815
9 - 13 August 2027	Paris	Classroom	€3,825

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13 - 17 September 2027	Frankfurt	Classroom	€1,875
11 - 15 October 2027	Barcelona	Classroom	€2,815
8 - 12 November 2027	London	Classroom	€2,315
13 - 17 December 2027	Rome	Classroom	€3,460
16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
11 - 15 January 2027	Online / Live	Online / Live	€1,815
8 - 12 February 2027	Online / Live	Online / Live	€1,815
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12 - 16 April 2027	Online / Live	Online / Live	€1,815

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10 - 14 May 2027	Online / Live	Online / Live	€1,815
14 - 18 June 2027	Online / Live	Online / Live	€1,815
12 - 16 July 2027	Online / Live	Online / Live	€1,815
9 - 13 August 2027	Online / Live	Online / Live	€1,815
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