

# aractech

Global Learning for Operational Leaders



ACCOUNTING AND FINANCE

## Professional Skills for Finance and Accounting

### Contact

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### Address

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## Course content

### Why Attend

This course covers the essential skills needed for finance staff to excel in their companies. From macro level management and financial overview to personal organization and time management, various skills are put into practice to help participants become more successful at the workplace.

### Course Methodology

- This course relies on a variety of individual and team exercises supported with role plays as well as individual and group presentations and Excel workshops.

### Course Objectives

- Identify the relationship between the various financial statements
- Explain the characteristics of 'delegation' and apply various personal organization management techniques
- Evaluate skills and attitudes of finance staff and identify their communication personality styles
- Practice some of the essential Excel skills to increase efficiency and productivity
- Apply finance policies and procedures to add value and communicate effectively with other departments

### Target Audience

- Financial managers, financial controllers, finance department heads, chief financial officers, accounting managers, senior finance officers, accountants, finance staff and analysts.
- Target Competencies
- Interpreting financial statements
- Delegation

## Course outline

### Detailed course outline

Module-by-module outline for Professional Skills for Finance and Accounting.

#### Module 1 - The macro finance picture

- Understanding the accounting cycle
- The income statement
- The balance sheet
- Changes in owners' equity statements
- Cash flow statements
- The relationship of financial statements

#### Module 2 - Personal organization and time management

- The new skills set
- Delegation and priorities
- Delegation characteristics
- Rules of delegation
- Handling meetings effectively
- Maintaining clean desk policy

## Course outline

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Module-by-module outline for Professional Skills for Finance and Accounting.

### Module 3 - Managing the finance function

- Hiring the best people
- Identifying recruitment criteria
- Developing interviewing skills
- Interpersonal communication
- Fundamentals of communication skills
- Personality communication styles

### Module 4 - Key Excel functions and tools to enhance efficiency

- Consolidating multiple sets of data
- Applying control at the data entry through data validation
- Reconciling accounts by using 'vlookup'

### Module 5 - Organizing the finance function

- Teamwork skills in finance and accounting
- Assessing the need for team building program
- Finance as a project
- Organizing by function
- Organizing by purpose
- Staff duties and responsibilities

## Seminar dates

### Available seminar dates

Live dates and pricing for Professional Skills for Finance and Accounting generated from the course details page.

Date	Location	Format	Fee
11 - 15 May 2026	Vienna	Classroom	€2,975
8 - 12 June 2026	Barcelona	Classroom	€2,695
6 - 10 July 2026	Rome	Classroom	€2,975
10 - 14 August 2026	Munich	Classroom	€2,415
14 - 18 September 2026	Amsterdam	Classroom	€2,975
5 - 9 October 2026	London	Classroom	€2,940
16 - 20 November 2026	Istanbul	Classroom	€1,995

**Live online option**

Online delivery is available at €1,250.