



### **Workshop on Accounting and Finance: Policies and Procedures Best Practices**

February 3 – 7, 2025, 1<sup>st</sup> Run: Lagos & Abuja

August 4 – 8, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250,000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program Overview**

Accounting and finance policies and procedures are the most efficient way to implement company-wide effective internal control tools in any organization. They are part of every business cycle: purchase and payment cycle, inventory and production, HR and payroll, fixed assets and capitalization of costs, and the sales and collection cycle. On top of that, accounting and finance policies and procedures are essential for the board of directors and senior management to communicate limitations and authorities given to different managers and employees throughout the organization. Moreover, their use is also extended to organize financial reporting and compliance with regulators outside the organization.

In this course participants will be encouraged to think of risk-based processes to write and implement operational policies and procedures. They will learn to allocate tasks to different personnel based on proper segregation of duties and to use software to implement the controls efficiently. Also, the course covers sample financial statements prepared according to the International Financial Reporting System (IFRS).

#### **For Whom:**

This program is designed for professionals in accounting and finance, senior managers, supervisors and team leaders in account and finance department.

#### **Learning Objectives:**

At the end of the program, participants will be able to:

- design and produce a model accounting and finance manual;
- plan the required resources needed for the department;
- apply accounting concepts and International Financial Reporting Standards;
- set the chart of accounts in details to suit the business model;
- create comprehensive policies and procedures to streamline accounting for fixed assets;
- develop policies and processes for current assets and current liabilities; and
- formulate reporting requirements as per International Financial Reporting Standards.

#### **Course Outline:**

##### **Day 1**

- Designing accounting and finance manual
- Manual purpose and organization
- Financial authorities and responsibilities
- Process mapping chart: basic Icons
- Accounting department setup
- Planning for proper reporting
- Planning for Human Resources Versus Software – HRVSS

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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## Day 2

- Accounting concepts and their application
- Underlying accounting assumptions
- Accrual basis versus cash basis
- Going concern assumption
- System and reliability of measurement
- Concepts of assets, liabilities, income and expense
- Chart of accounts
- Setting-up a chart of accounts
- Accounts and cost centers
- System structure
- Exchange rate differences
- Prepaid and accrual concepts and treatments

## Day 3

- Long term assets
- Assets capitalization costs
- Depreciation, amortization and depletion
- Impairment of assets
- Disposal of assets
- Liabilities
- Approving suppliers for purchases
- Receiving invoices and inventory
- Accruals
- Dividends payable

## Day 4

- Payment orders processing
- Production and inventory processing
- Recording of production costs
- Inter-department transfers of material
- Issuing finished goods
- Accounts receivables policies
- Approving clients
- Bank or other guarantees
- Recording invoices
- Collections
- Allowance for doubtful debts

## Day 5

- Other accounting policies
- Debit and credit notes
- Payroll recording and reporting
- Reporting
- Essential budgeting policies
- Financial statements process
- Financial analysis

## Training Methodology

**Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

## LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

## WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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