



*Training Course:  
Fast Closing Month-end & Year-end Accounts*

*20 - 24 May 2024  
Accra (Ghana)*

## Training Course: Fast Closing Month-end & Year-end Accounts

Training Course code: FI2039 From: 20 - 24 May 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

This program provides an in-depth overview of the "Fast Close" process, which is the ability of a modern, global organization to rapidly close the accounting books, collect, consolidate and, then, publish its financial statements. This process is widely viewed not only as an indicator of management's abilities to execute its strategic plan in light of the availability of fast, reliable financial information, but also a proxy for good, well-implemented corporate governance. This program will also review the mounting concerns and evidence that the "Fast Close" process, after a long period of sustained improvement, is now in a period of decline, due in large part to the impact of compliance, new accounting and reporting standards and the sheer increase in the volume and complexity of financial information that needs to be consolidated and reviewed.

### Pre-Requisites of Fast Closing Month-end & Year-end Accounts

Delegates should have an understanding of the construction of financial statements and be familiar with the financial closing processes of their own organizations.

### Course Objective of Fast Closing Month-end & Year-end Accounts

By attending and participating in this program, delegates will be provided with an overview of the concepts and methodologies associated with the fast close process and gain insightful practical knowledge by being able to:

- Understand the importance of the fast close process on financial and operational decision-making within an organization
- Examine fast close processes, strategies, and best practices as well as consideration of organizational documentation policies and procedures
- Understand the importance of departmental requirements for financial reporting as well as the need for on-going improvements to the closing process
- Provide faster and more accurate data for monthly and year-end account closings with the goal of enhancing communication with internal and external financial statement users

### The Process of Fast Closing Month-end & Year-end Accounts

Delegates will gain a practical understanding and comprehension of the program topics through a combination of instruction, illustrations, group discussions, and other practical, real-life examples.

### Course Outline of Fast Closing Month-end & Year-end Accounts

#### Day One

##### Introduction to Fast Close Concepts

- Different types and benefits
- Steps needed to achieve a fast close

- Analyzing and reviewing the current closing process
- Redesigning the closing cycle
- Finance function stakeholders, redesign and solutions
  - Examining the needs of stakeholders
  - Scope of problems for organizations
  - Process improvement practices
  - Process redesign tools and techniques

## Day Two

### Developing a Fast Close Strategy

- Examining closing activities and requirements
- Best practices in attaining fast close, soft close and virtual close
- Optimizing charts of accounts and journal entry requirements
- Organizing corporate resources to achieve fast close
- Identifying potential roadblocks

## Day Three

### Managing Change and Utilizing Technology in Redesigning and Monitoring the Finance Function

- Standardization, customization, and centralization
- Reviewing paradigms and the difficulties of effecting changes
- Using technology to improve the organizational redesign

## Day Four

### Operational Implementation of a Fast Close

- Examining the pre-close and fast close processes
- Adopting benchmark and other measurement standards, including key performance indicators
- Documenting fast close processes incorporating the utilization of checklists

## Day Five

### Financial Reporting and On-Going Improvements to the Closing Process

- Design and implementation of controls needed for financial reporting
- Improving the closing process and adopting improvement measurements
- Identifying management reporting criteria
- Summary of the programme

## Registration form on the Training Course: Fast Closing Month-end & Year-end Accounts

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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