



*Training Course:  
Accounting and Finance Policy and Procedure*

*1 - 5 June 2025  
Manama (Bahrain)  
Fraser Suites*

## Training Course: Accounting and Finance Policy and Procedure

Training Course code: FI235836 From: 1 - 5 June 2025 Venue: Manama (Bahrain) - Fraser Suites Training Course Fees: 4500 € Euro

### Introduction:

This Accounting and Finance Policy and Procedure training program has been carefully designed and is delivered by Global Horizon Training Center, a leading provider of professional development programs that help organizations across various industries build a strong foundation in key business functions. Global Horizon Training Center offers a unique approach to training, with a focus on providing practical, real-world skills that participants can immediately apply in their organizations.

Accounting and finance policies and procedures are vital for establishing a robust internal control framework, ensuring compliance with regulations, and fostering transparency in financial reporting. This training program is designed to provide participants with the knowledge and tools necessary to develop, implement, and manage effective accounting and finance policies and procedures that align with industry best practices and organizational needs. The program will cover the essential aspects of accounting principles, financial reporting, auditing, and internal controls, helping professionals ensure that financial operations are efficient, compliant, and transparent.

### Objectives:

By the end of this training program, participants will be able to:

1. Understand the importance and key components of accounting and finance policies and procedures.
2. Develop, implement, and manage effective accounting and finance policies tailored to their organization's needs.
3. Ensure compliance with local and international financial regulations, including IFRS, GAAP, and tax laws.
4. Establish effective internal controls to prevent fraud and ensure the accuracy and integrity of financial data.
5. Design efficient financial reporting processes to ensure transparency and accountability.
6. Conduct regular reviews and updates of financial policies and procedures to keep them relevant and effective.
7. Integrate best practices for managing accounting operations within an organizational framework.
8. Align financial policies with broader organizational goals, ensuring consistency across departments.
9. Provide recommendations for improving financial processes based on audits and reviews.

### Course Methodology:

This training program employs a comprehensive and engaging approach to learning, combining theoretical knowledge with practical application:

1. Instructor-Led Sessions - Experienced trainers will provide in-depth lectures on the principles of accounting and finance policies and procedures, including their key components, compliance requirements, and best practices.
2. Case Studies - Real-world examples of accounting and finance policies and procedures from various

industries will be analyzed to help participants understand their practical application.

3. Group Discussions - Interactive discussions will encourage participants to share their experiences and challenges in implementing financial policies within their organizations.
4. Workshops and Simulations - Participants will engage in hands-on activities, such as drafting policies and procedures, reviewing sample financial reports, and evaluating internal control systems.
5. Assessments & Quizzes - Regular assessments will help measure participant understanding and reinforce key concepts.
6. Audit Exercises - Participants will practice auditing and reviewing accounting policies to ensure compliance and efficiency.
7. Best Practices Sharing - Trainers and participants will exchange insights on best practices for accounting and finance procedures.

#### Organizational Impact:

By empowering professionals with the knowledge to develop and manage effective accounting and finance policies and procedures, organizations will experience a range of positive impacts:

1. Improved Financial Transparency and Accuracy - Well-defined policies and procedures will ensure accurate financial reporting, improving decision-making and stakeholder confidence.
2. Enhanced Compliance - Organizations will be better equipped to comply with regulatory standards such as IFRS, GAAP, and local tax laws, reducing the risk of legal and financial penalties.
3. Stronger Internal Controls - Implementing robust internal control frameworks will minimize the risk of errors, fraud, and financial mismanagement.
4. Greater Operational Efficiency - Streamlined and well-documented financial processes will reduce redundancies, improve communication, and accelerate decision-making.
5. Risk Mitigation - Properly implemented policies and procedures will help identify and mitigate financial risks early, ensuring long-term stability.
6. Strategic Financial Planning - Organizations will be able to align financial policies with their business objectives, contributing to overall business growth.
7. Improved Audit Readiness - Well-structured financial policies and procedures will make it easier to undergo audits, ensuring compliance and maintaining a clean record.

#### Target Audience:

This training program is designed for professionals working in the finance and accounting departments, as well as those involved in policy development and compliance. The target audience includes:

1. Finance Managers and Directors
2. Accounting Managers and Senior Accountants
3. Internal Auditors
4. Financial Analysts
5. Controllers and CFOs
6. Compliance Officers
7. Financial Consultants and Advisors
8. Risk Managers
9. Corporate Governance Professionals
10. Anyone involved in the development, implementation, or management of accounting and finance policies and procedures

## Course Outlines:

### Day 1: Introduction to Accounting and Finance Policies and Procedures

- Overview of the role of accounting and finance policies in organizational success.
- Key components of accounting and finance policies and procedures.
- Aligning financial policies with organizational goals.
- Understanding compliance requirements: Local laws, international standards IFRS, GAAP, and tax regulations.
- The role of internal controls in maintaining financial integrity.
- Overview of financial reporting processes: Revenue recognition, expense classification, and reporting standards.
- Practical exercise: Review of a sample accounting policy document.

### Day 2: Developing Accounting and Finance Policies and Procedures

- Key steps in developing comprehensive accounting and finance policies.
- Defining roles and responsibilities within financial procedures.
- Establishing approval processes for financial transactions and reporting.
- Risk management and financial controls in the policy development process.
- Creating procedures for revenue recognition, expense management, and capital allocation.
- Drafting policies for internal audits, cash management, and treasury operations.
- Practical exercise: Drafting a policy for expense reporting and approval.

### Day 3: Internal Controls, Compliance, and Risk Management

- Understanding the importance of internal controls in accounting and finance operations.
- Key internal control frameworks COSO, COBIT and their application in finance.
- Identifying financial risks: Fraud prevention, error reduction, and compliance risks.
- Developing policies to mitigate risks and ensure regulatory compliance.
- Designing procedures for financial reporting, auditing, and data protection.
- The role of segregation of duties, access controls, and authorization processes.
- Practical exercise: Conducting an internal control review and identifying improvement opportunities.

### Day 4: Financial Reporting and Documentation Procedures

- Standardizing financial reporting formats and processes.
- Creating procedures for the preparation and review of financial statements Income Statement, Balance Sheet, Cash Flow Statement.
- Understanding the audit process and preparing for internal and external audits.
- Documenting and storing financial records for compliance and transparency.
- Procedures for financial data analysis and performance evaluation KPIs, ratios, and variance analysis.
- Best practices in financial documentation and record-keeping.
- Practical exercise: Preparing a financial report and audit trail for a simulated transaction.

### Day 5: Audit Readiness, Review, and Continuous Improvement

- Preparing for internal and external audits: Key audit considerations for accounting policies.
- Reviewing and updating accounting and finance policies regularly to ensure continued compliance.

- Best practices for managing audit findings and implementing corrective actions.
- Continuous improvement in financial processes: Leveraging feedback, audit reports, and industry trends.
- Conducting policy reviews and refining financial procedures based on performance metrics.

## Registration form on the Training Course: Accounting and Finance Policy and Procedure

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Course Fees: 4500 € Euro

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  
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Giza, Giza Governorate,  
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