



*Training Course:  
Finance Manager Secretary*

*8 - 12 February 2027  
Barcelona (Spain)*

## Training Course: Finance Manager Secretary

Training Course code: OM235373 From: 8 - 12 February 2027 Venue: Barcelona (Spain) - Training Course Fees: 5775 € Euro

### Introduction

This program, designed by Global Horizon Training Center, is tailored to develop the specialized skills required for secretaries supporting finance managers. It focuses on financial awareness, administrative excellence, and effective communication to ensure accurate, confidential, and efficient support within finance environments.

### Objectives

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

- Understand the responsibilities of supporting a finance manager
- Apply key financial terminology and concepts in daily tasks
- Manage financial records and prepare structured reports
- Communicate effectively within finance and across departments
- Organize tasks and manage time efficiently in a finance setting

### Target Audience

- Secretaries and administrative assistants supporting finance managers
- Administrative staff working within finance departments
- Individuals aspiring to work in finance-related administrative roles
- Professionals seeking to enhance finance-oriented administrative skills

### Outlines

#### Day 1: Introduction to Finance Manager Support

- Role and responsibilities of a finance manager's secretary
- Structure and functions of finance departments
- Working dynamics within finance teams
- Importance of confidentiality and professionalism

#### Day 2: Financial Terminology and Processes

- Key financial terms and concepts
- Overview of budgeting, forecasting, and financial analysis

- Supporting financial workflows and ensuring accuracy
- Role of administration in financial operations

#### Day 3: Financial Record-Keeping and Reporting

- Best practices in financial documentation
- Organizing and maintaining financial records
- Preparing and formatting financial reports
- Handling sensitive financial data securely

#### Day 4: Communication Strategies for Finance Support

- Effective communication within finance environments
- Writing professional financial correspondence
- Coordinating with internal departments and stakeholders
- Managing communications with clients and vendors

#### Day 5: Time Management and Organizational Skills

- Prioritizing tasks in a fast-paced finance environment
- Managing deadlines and multiple responsibilities
- Organizational techniques for finance administration
- Improving productivity and efficiency

## Registration form on the Training Course: Finance Manager Secretary

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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:  
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registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
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Complete & return the  
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