



OPTIMUM ACCOUNTING

beyond mere data entry

14 Hour Course - Interactive Information Packed Sessions

A unique course to transform your accountant from a data entry operator into a valuable knowledge resource for your enterprise.

This workshop is specifically for Accountants in Small and Medium Enterprises, it has been structured with a practical orientation towards problems specific to these businesses.

The aim is to change the mindset of the accountant to think beyond data entry and look at the holistic picture of the company as a whole, to work efficiently and effectively understanding the needs of the company and its management.

This highly interactive workshop will be full of practical real life examples.

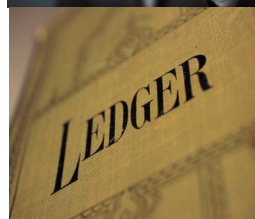
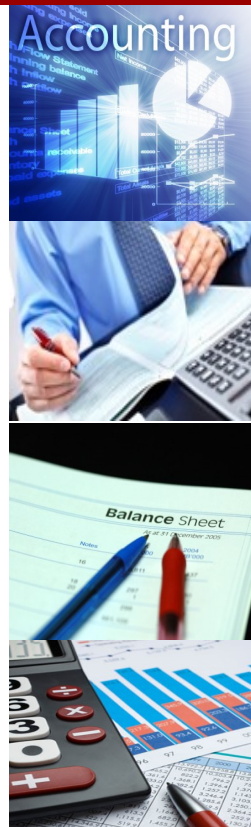
Do you find that your accountant is:

- ◆ Overworked and Stressed
- ◆ Putting in long hours of work
- ◆ Giving you reports as and when you ask

But even then

- ◆ Customer receivables are still delayed
- ◆ Invoicing is frequently late
- ◆ Accounts are rarely up to date and on time
- ◆ The Reports are never exactly what you want

Your accountant is always hard at work but there is something missing & you never get all that you need.



KEY CONTENTS

Online Accounts

- ◆ How to achieve online data entry - Account on time every time.
- ◆ Structure your accounting system to reflect your work flow
- ◆ Understand the logic behind entries before accounting them – move beyond just being a data entry operator. The importance of clear narrations and proper supporting documents.
- ◆ Why supporting documents are needed even if approvals are there.

Regular Accounts Closing and Reporting

- ◆ Timely month end and periodic reports.
 - Balance Sheet, Profit and Loss, Cash Flow
 - Debtors and Creditors ageing
 - Cash Flow Forecasts
- ◆ Regular month end closing of accounts – no adjustment and back dated entries.
- ◆ Understand the needs of the users of reports (company owners, managers, sales staff, stores people, other co-workers)
- ◆ Reporting skills – qualities of good information.
- ◆ Importance of communicating well.

KEY CONTENTS CONTINUED

Analysis Skills

- ◆ Move from being a Data Entry person to an Analyst. Minimise or rather optimise time spent in Data entry (by efficient work methods). Ensure spare time available to analyse data and provide value added reports.

Standards, Legal and Audit Requirements

- ◆ Understand points to take care of from audit perspective.

Looking Ahead

- ◆ Plan for the future – Budgets, Business Plans.
- ◆ Creative spark - Think outside the box, find new and better ways of doing things.

WHO SHOULD ATTEND

- ◆ Accountants
- ◆ Data Entry Operators
- ◆ Cashiers
- ◆ Invoicing Staff
- ◆ Small Business Owners / Managers who operate or supervise the accounts department themselves.

Attendees need to have had hands on experience in accounts.

This is NOT JUST an basic accounts training course or a training in how to use accounting packages.

This course aims to give that extra shine to staff who are working as accountants in Small and Medium Enterprises to ensure they work with maximum effectiveness. Prior work experience in accounts and some understanding of accounting is desired.

FACILITATOR

Huzaiifa A. Nakhoda
FCA, CWA
CHARTERED ACCOUNTANT

Huzaiifa Nakhoda is the Principal Consultant at Navigate Consulting.

In Dubai since 1994, he has held senior positions with reputed organizations.

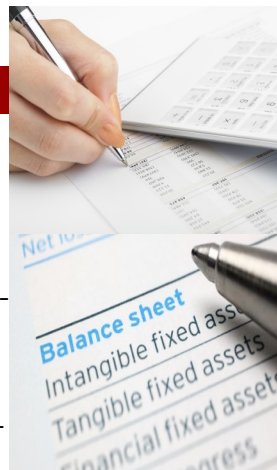
A commercially astute professional with rich regional experience Huzaiifa advises on corporate strategy, business process optimisation, mergers, joint ventures, international sales contracts and executing effective letters of credit.

Combining his commercial, legal and systems expertise with his knowhow as a finance professional he devises viable solutions which provide a sustainable improvement in bottom line results. He has set up comprehensive credit control policies and procedures, effective internal control systems, set up workable business planning and budgeting systems and rolled out smooth ERP implementations.

Huzaiifa started his career as an auditor in India and has 20 plus years of experience in varied industries in the United Arab Emirates

He has a passion for training and enjoys sharing his rich experiences. He has also served as a visiting faculty for ACCA and at Universities. He has been invited to speak at major regional events such as the Big 5 and Gulfood.

Huzaiifa is a Fellow Chartered Accountant, Cost and Management Accountant and a Certified ISO Lead Auditor from IRCA.



REGISTRATION

Course Date _____

To Register Please fill the below form and send it to:

Navigate Consulting

423, Radisson Plaza, Baniyas Road, Deira. P.O.Box 93192, Dubai, United Arab Emirates

Tel: +9714-2285752 Fax: +9714-2285751 email: events@navigate.ae

DELEGATES	Title	Full Name (As would appear in certificate)	Job Title	Department
1				
2				
3				
4				
5				

Company					
Address					
Telephone		Fax		email	
Total No of employees					

Approved by

Signature	
Name	
Designation	

Payment:

Cheque will be ready on (date) _____ contact Mr/Mrs/Ms _____ at _____ for collection.

To ensure training effectiveness the session is limited to a maximum of 28 delegates

Full payment must be received in advance to confirm registration.

Payments to be made vide Company Cheque or Bankers Draft in favour of "Navigate Consulting".

For payments at our office - Our working hours are 9 am to 1 pm and 2 pm to 5 pm - Sunday to Thursday

Fees once paid are not refundable.

Full refund will be given only if the course is cancelled or schedule changed by the training provider.

CASH INVESTMENT

AED 1,992/- per delegate