Modern Accounting Techniques for Accountants and Auditors

Course Objectives

On completion of programme participants should be able to:
- Apply the concepts and methods that underlie accounting and auditing
- Analyse aspects of financial and management accounting: as they affect governmental units, including public sector enterprises, and other non-profit organisations;
- Acquire techniques and methods for accounting, reporting, measurement and control as applicable to government, public and private enterprises.
- Evaluate the financial viability of projects and activities through income statements and balance sheets
- Integrate financial concepts and policies into the management decision and budgeting process
- Identify the role of Audit in Management;
- Plan and execute effective Audit programmes;

Target Groups

- Auditors,
- Accountants,
- Finance Officers and
- Accounting Officers
- Project Managers

Course Outline

- Management skills and principles
- Understanding The Importance Of Accounts and accountability
- Basics of the Accounting Cycle
- Analyse, Record, and Post Transactions
- Trial Balance
- Financial Report
- Income Statement
- The Profit and Loss Account
- Income Statement Basics
- Prepare and Interpret an Income Statement
- Balance Sheet Basics
- Prepare and Interpret Balance Sheets
- Management of Liquidity
• Credit Extension and Debt Collection
• Stock Control
• Cash Flow Statement
• Fundamentals of Financial Analysis
• Key Financial Ratios and Ratios Analysis
• Understanding Financial Statements
• Financial Planning
• Budgeting and Forecasting Techniques
• Governmental and Institutional Accounting
• Public Accounting and Non-public Accounting
• International accounting
• Cash and Accrual Accounting
• Investment Appraisal
• Audit planning, Implementation and Control
• Auditing Techniques
• Fraud Audit
• Managing an Audit Unit;
• Statutory and Regulatory Framework of Government Accounting and Auditing;
• Internal Audit controls, standards and codes
• Risk management and risk based audits
• Financial Regulations and Control
• Financial Reporting and Performance Measurement
• Audit Reports
• Action Planning

Dates: 20\textsuperscript{th} – 31\textsuperscript{st} May 2019

Duration: 2 weeks

Course Costs: US$3150

Venue: Windhoek, Namibia