

# PD: Professional Development Programmes

PD01. Internal Accounts

PD02. Accounting and Finance Essentials

PD03. Securities and Investments Essentials

As the Benelux foremost training provider in Accounting, Finance and Investment; the International College of Commerce is pleased to introduce a new series of professional development programmes.

These professional development training materials are developed in partnership with - ACCA, CIMA, ICAEW and CISI - leading professional bodies for Accounting, Finance, Securities and Investment.

While our tutors provide a premium teaching and support services needed by employers for employees. The course contents are designed to develop new skills and techniques that are expected to be applied immediately upon arrival or return to the job for long-term benefits.

We deliver in-house training to over 30 companies each year. If several people in your organisation have the same learning need an in-company request is likely to be the most effective training option.

Our in-company solutions are simple to arrange and can be combined with actual examples and real data to substantially improve transfer of learning back to the workplace.

We offer workshops and training all over the Benelux: Belgium, Netherlands and Luxembourg.

# Internal Accounts

The Internal Accounts training is designed to get participants acquainted with the foothold of the accounting and finance profession and proceeds to the best practices in accounts receivable and accounts payable.

The Internal Accounts course is a 3-in-1 programme; custom developed to focus on proven processes and procedures that will make a positive impact on your staff and company.

Lecture sessions comprises presentations, cases and discussions using practical experiences.

## For Whom

The training is designed for:

- All new accounting staff
- Accounts payable and accounts receivable professionals
- Accounting supervisors & managers
- Long-term accounting staff & people aspiring a accounting job
- Small business owners

## Training Course Modules

### Block 1 | Foundations in Accountancy and Finance

Topical Outline:

- Accounting concepts & records system
- General ledger; AP, AR and other sub-accounts
- Profit and Loss account; income and expenditure
- Balance sheet; assets, liabilities and equity
- Reading the balance sheet: capitalisation, revenue expenditure, depreciation, current ratio, etc.
- Cost identification and -behaviour; incl. inventory and cost of sales
- Cash control; statement of cash-flow
- Month-end and year-end procedures

### Block 2 | Accounts Payable

Topical Outline:

- 3-Way matching
- Payment process; spotting errors and mistakes

- Reports: aged creditors listing, 80/20 rules, etc
- Payroll: apply economic reality test
- Identify tax implications of misclassifying workers as independent contractors
- Processing expense claims and credit-card statements
- Determine when a business expense reimbursement is taxable income
- VAT: processing pro-forma invoices, VAT-payment schedules, misclassification, etc.
- Processing of discounts and deductions
- Electronic data interchange
- Challenges for the AP-team and AP-concepts

### Block 3 | Accounts Receivable

Topical Outline:

- Billing and collection strategies
- Collecting the money
- Bad debt, ageing, purchase orders, write-offs
- Cash control; statement of cash-flows
- Handling deduction issues
- Interacting with sales and marketing
- Building good customer relationships
- Identify how to turn your interest charges into a strategic tool
- Letters of credit and promissory notes
- Write letters for special situations
- Distinguish how to work successfully with outside collection agencies
- Recognise when and how you should consider legal action to collect a past due account
- Identify how to be effective when doing business internationally
- Recognise the newest types of payment fraud

### Fees & Duration

Face-to-Face:	3 sessions (5 h/s)	EUR 1,750 p/p
Online:	3 sessions (5 h/s)	EUR 1,400 p/p
Total study hours:	25-30 hours	
Language:	English	
Course Materials:	ICC Course Reader	
Assessment:	Continuous	
Certificate:	Professional Development Cert.	

# Accounting and Finance Essentials

The AFE trainings are designed for professionals working in accounting or finance; it refreshes participants with the foundations of the profession and exposes participants to the best practices within the most crucial accounting and finance functions.

Designed as a two-part programme the course is centred on the core needs of professional accounting staff and focuses on proven processes and procedures that will make a positive impact on your staff and company.

The programme comprises 2 blocks - block 1 prerequisite & block 2 subject of choice - furthermore, learning sessions comprises presentations, cases and discussions using practical experiences.

## For Whom

The training is designed for:

- Mid-career and Senior Accountants
- Accounting Managers and Financial Controllers
- CFO's
- Senior Non-Finance Staff

## Training Course Modules

### Block 1 | Foundations in Accountancy and Finance

Topical Outline:

- Accounting concepts & records system
- General ledger; AP, AR and other sub-accounts
- Profit and Loss account; income and expenditure
- Balance sheet; assets, liabilities and equity
- Reading the balance sheet: capitalisation, revenue expenditure, depreciation, current ratio, etc.
- Cost identification and -behaviour; incl. inventory and cost of sales
- Cash control; statement of cash-flow
- Month-end and year-end procedures

### Block 2 | Core Modules

#### Option A | Overheads and Cost Accounting

Taking this course will provide an end-to-end view of the overheads and cost management from the different costing

to variance analysis and best practices, and techniques to improve participants understanding the quality of costs and variances.

Topical Outline:

- Budgeting and standard costing
- Behavioural aspects of standard costing
- Specialist cost: target costing, life-cycle costing
- Absorption and marginal costing
- Variance analysis
- Cases study

The course provides a pathway to develop your analytical and critical thinking skills and closing skills gaps in the analysis of costs and overheads.

#### Option B | Performance Measurement and Project appraisal

Taking this course will provide an end-to-end view of performance measurement and project appraisal, and best practices and techniques to improve participants understanding the quality of measuring performance and projects appraisal techniques.

Topical Outline:

- Performance management information systems
- Services of management information reports
- Divisional performances measure and management
- Economic and market risk analysis
- The Investment criteria & investment planning process
- Investment appraisal techniques
- Cases study

The course provides a pathway to develop your analytical and critical thinking skills and closing skills gaps in project appraisals and performance management etc.

#### Option C | Corporate Strategy and Financial Planning

Taking this course will provide an end-to-end view of the corporate planning and budgeting process from the strategic plan to the operating budget. Special consideration is given to key elements of successful strategic plans, flexible budgeting, identification of investment opportunities, budgeting best practices and techniques to improve the quality of forecasts.

## Topical Outline:

- Strategic planning tools and techniques
- Budgeting concepts
- Correlation and regression
- Budgetary methodologies; central and systems
- Operating budget; quantitative analysis
- Capital expenditure and cash budgets
- Top level planning and analysis
- Cases study

The content provides a pathway to develop your analytical and critical-thinking skills and closing skills gaps in planning and budgeting.

#### Option D | Financial Analysis: Statements, Balance Sheets and P&L considerations

Taking this course will provide an end-to-end view of Financial statements, Balance sheets and P&L analysis. Special consideration is given to key elements of Accounting equations; ratios and analysis, and best practices, and techniques to understand and work freely with company accounts.

## Topical Outline:

- P&L, balance sheet and cash-flow
- Assets, liabilities, equity
- Time period analysis
- Different company comparisons
- Financial ratios & analysis
- Accounting equation
- Fixed and tangible assets and depreciation
- Cases study

The content provides a pathway to develop your analytical and critical thinking skills and closing skills gaps in the analysis of financial statements etc.

#### Option E | Financial Audit: Internal Control Policies and Procedures

If you or your organisation needs—a high level of consistency in dealing with key financial processes, as well as a certain level of planning in how accounting processes should work? This crash course is all you need.

## Topical Outline:

- Internal control objective
- The responsibilities of management and the auditor
- Five components of internal control (COSO & Sarbanes-Oxley (SOX) Section 404")
- Quick close concepts, implementations and strategies
- Finance function stakeholders, redesign and solutions
- Adopting benchmark and other measurement standards
- Key performance indicators (KPIs)
- Analytical cases study

The course teaches you about the importance of well-written accounting internal control procedures that document well-defined accounting processes, and lastly strategies on improving accounting process and its associated procedure.

#### Fees & Duration

Face-to-Face:	3 sessions (5 h/s)	EUR 2,650 p/p
Online:	3 sessions (5 h/s)	EUR 2,250 p/p
Total study hours:	25-30 hours	
Language:	English	
Course Materials:	ICC Course Reader	
Assessment:	Continuous	
Certificate:	Professional Development Cert.	

# Securities and Investments Essentials

The SIE trainings are designed to firstly acquaint or refresh participants with the foothold securities, investments and wealth management profession and secondly to develop essential knowledge required for professionals working in securities and investments.

Our courses are custom developed alongside the core needs of securities, investments and wealth management staff and focusing on proven processes and procedures that will make a positive impact on your staff and company.

## For Whom

The training is designed for:

- All new staff in investment banking, equity research, private equity and corporate development.
- All securities, investments and wealth management Staff
- Mid-career and Senior Accountants
- Accounting Managers and Financial Controllers

## Training Course Modules

### Block 1 | Foundations in Securities and Investments

Topical Outline:

- Different players in capital markets
- Business Ethics
- Funding lifecycles
- Business valuation methods
- Mergers and acquisitions processes
- Equity capital raising
- Finance an acquisition
- Debt capital raising

### Block 2 | Core Modules

#### Option A | Corporate Finance

The fundamentals in corporate finance develops the essential foundation knowledge required to work in the corporate finance sector.

The syllabus explores corporate finance legislation, regulation and techniques and provides you with an understanding of how corporate finance transactions are

developed to meet client needs.

Topical Outline:

- Equity capital markets analysis
- Regulatory environment and capital structure
- Takeovers/mergers and prospectuses
- Corporate governance and business ethics
- Corporate transactions and finance documentation
- Financial statements analysis

Lecture sessions comprise of presentations, cases and discussions using practical experiences.

#### Option B | Financial Compliance

This course touches most key aspects of compliance. It is globally portable, addressing international issues and reflecting the needs of a worldwide market.

Topical Outline:

- International regulatory environment
- Compliance function
- Managing the risk of financial crime
- Governance, risk management, and compliance
- Ethics, integrity and fairness

Lecture sessions comprise of presentations, cases and discussions using practical experiences.

#### Option C | Investment Operations in Financial Services

The introduction to financial services is the first course offered for financial services professionals. The course is ideally suited for staff fresh to financial services or already working in financial services, but not directly involved in making investment decisions.

The objective of the course is to provide candidates with fundamental knowledge of financial services in saving and borrowing, banking, equities, bonds, markets and other areas of financial services.

Topical Outline:

- Saving and borrowing
- Banking
- Equities

- Bonds
- Financial Markets
- Other areas of financial services

Lecture sessions comprise of presentations, cases and discussions using practical experiences.

### Option D | Capital Markets & Corporate Finance

The course is designed for financial services practitioners and enhances their knowledge and skills of the administration and operations areas of the financial services industry.

The training will provide you with an overview of the financial services industry and its regulation, whilst also covering technical activities which are relevant to the area in which you work.

Topical Outline:

- Introduction to Securities and Investment
- Introduction to Financial Regulations (UK/EU)
- Collective investment schemes and administration
- Derivatives operations
- Risks in financial services

Lecture sessions comprise of presentations, cases and discussions using practical experiences.

### Fees & Duration

Face-to-Face:	3 sessions (5 h/s)	EUR 2,950 p/p
Online:	3 sessions (5 h/s)	EUR 2,500 p/p
Total study hours:	25-30 hours	
Language:	English	
Course Materials:	ICC Course Reader	
Assessment:	Continuous	
Certificate:	Professional Development Cert.	

# Registration Form



## 1. Fill in your company and contact details

Company : ..... Department : .....

Address : .....

City : ..... Country : .....

VAT number : ..... PO number : .....

Contact person : Mr, Mrs, Ms, Other : .....  
Telephone : ..... Mobile : .....

Email : ..... Website : .....

## 2. Choose Your Training Course

- PD01. Internal Accounts  Face-to-Face Lectures (EUR 1,750.- p/p)  Online Lectures (EUR 1,400.- p/p)
- PD02. Accounting and Finance Essentials  Option A  Option B  Option C  Option D  Option E  
 Face-to-Face Lectures (EUR 2,650.- p/p)  Online Lectures (EUR 2,250.- p/p)
- PD03. Security and Investment Essentials  Option A  Option B  Option C  Option D  
 Face-to-Face Lectures (EUR 2,950.- p/p)  Online Lectures (EUR 2,500.- p/p)

## 4. List The Participants

**Participant 1:** Mr, Mrs, Ms, Other: ..... First Name: .....  
Date of Birth: ..... Last Name: .....

**Participant 2:** Mr, Mrs, Ms, Other: ..... First Name: .....  
Date of Birth: ..... Last Name: .....

**Participant 3:** Mr, Mrs, Ms, Other: ..... First Name: .....  
Date of Birth: ..... Last Name: .....

**Participant 4:** Mr, Mrs, Ms, Other: ..... First Name: .....  
Date of Birth: ..... Last Name: .....

**Participant 5:** Mr, Mrs, Ms, Other: ..... First Name: .....  
Date of Birth: ..... Last Name: .....

## 4. Don't forget to sign

I have read and understood the terms and conditions.

Name: ..... Place: .....

Signature: ..... Date: .....





Accredited Learning Partner:

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