



# Institute for Capacity Development (ICD)

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## 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
- Database Management
- Action Planning

Dates: 19<sup>th</sup> – 30<sup>th</sup> June 2017

Duration: 2 weeks

Course Costs: US\$3150

Venue: Windhoek, Namibia