



COURSE OVERVIEW FM0043

Accounting & Finance Policies & Procedures

Course Title

Accounting & Finance Policies & Procedures

Course Date/Venue

September 21-25, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Course Reference

FM0043

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “MS-Excel” application.

This course is designed to provide participants with a detailed and up-to-date overview of Financial Policies, Procedures and Regulations. It covers the financial policies and regulations; the framework of financial procedures; the types of financial transactions and ensuring compliance in daily transactions; the documentation and reporting standards, risk identification in financial processes and what-if analysis in financial scenarios; the proper timing and methods for recognizing revenue including cost management and reporting; the budgeting, forecasting and asset and inventory management; and dealing with taxation and regulatory compliance.



During this interactive course, participants will learn the role of internal audits; designing effective financial controls; addressing audit findings and recommendations; integrating audits into regular financial processes; the advanced risk management in financial policies; managing non-compliance incidents; implementing fraud prevention and detection; aligning financial policies with organizational goals; customizing policies for evolving regulatory landscapes; the technology in financial policy enforcement; and integrating financial policies into corporate culture.



Course Objectives

At the end of the course, the attendee will have to:-

- Apply and gain an in-depth knowledge on financial policies, procedures and regulations
- Demonstrate financial policies, procedures and regulations applicable in different situations
- Understand how to deal with various financial transactions in alignment to financial policies and regulations
- Explain the risks of non-compliance to financial policies and regulations and how to report non-compliance incidents
- Discuss financial policies and regulations including the framework of financial procedures
- Identify the types of financial transactions and ensure compliance in daily transactions
- Carryout documentation and reporting standards, risk identification in financial processes and what-if analysis in financial scenarios
- Apply proper timing and methods for recognizing revenue including cost management and reporting
- Illustrate budgeting and forecasting, asset and inventory management and dealing with taxation and regulatory compliance
- Define the role of internal audits, design effective financial controls, address audit findings and recommendations and integrate audits into regular financial processes
- Employ advanced risk management in financial policies, manage non-compliance incidents and implement fraud prevention and detection
- Align financial policies with organizational goals and customize policies for evolving regulatory landscapes
- Recognize the technology in financial policy enforcement and integrate financial policies into corporate culture

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an advanced overview of all significant aspects and considerations of financial policies, procedures and regulations for financial professionals, compliance and regulatory roles, administrative and leadership roles, public sectors and non-profit professionals, human resources and training coordinators, aspiring financial policy experts and those who manage or oversee financial operations, ensure compliance with regulations, or contribute to developing and implementing financial policies.




Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Adel Hassan is a **Senior Accounting & Finance Consultant** with over **20 years** of extensive experience in the areas of International Financial Reporting Standards (IFRS), **Financial Statements** Preparation, Preparation of **Cash Flow** in Accordance with IFRS, Reading & Interpreting **Financial Statements**, Advanced **Consolidation & Financial Reporting**, **Interim Financial Reporting**, **Merger & Acquisition**, **Accounts Payable** Management, **Account Receivables**, **Financial Analysis**, **Finance** Management, **Revenue** Management, Bookkeeping, Fixed Assets **Accounting**, Warehouses **Accounting**, **Cashflow Forecasting & Liquidity** Management, Effective **Budgeting**, **Life-Cycle Costing**, **Financial** Operation & Planning, **Financial** Planning & Control, **Financial Analysis** for Performance Improvement, Performance Evaluation by Effective **Budgets**, **Feasibility Studies** for Small & Medium Business, **Cost** Control & Analysis, **Economic** Evaluation & Risk Analysis, **Financial Data** Analysis, **Fixed Asset Risk** Management, **Financial** Modelling, **Payroll** Management & Accounting, **Financial** Accounting & Reports, General Accounts Reconciliations, **Oil & Gas Accounting**, Governmental **Accounting**, Cash Basis to Accrual Basis Conversion, Objective & Mechanism of **Internal Auditing**, Effective **Budget Planning**, **VAT** Awareness, **Budget** Estimation, **Cost** Reduction, **Cost** Estimating, **Cash** Management, **Cost** Benefit Analysis, **Fixed Asset** Inventory, **Cost** Management & Optimization, **Debt/Collection** Management, **Revenue** Management, **Payroll** Preparation, **Financial** Forecasting and Vendor **Invoice** Processing & Management.

During his career life, Mr. Adel has gained his practical and field experience through his various significant positions and dedication as the **Branch Manager**, **Finance Manager**, **Accounting Manager**, **Chief Accountant**, **Senior Accountant**, **Financial Consultant**, **Junior Accountant** and **Senior Finance Consultant/Trainer** for companies like Ajyal Bookkeeping & Accounting Services, Kuwait Network Electronic Technology, Swiss Perfume Industries, Arabian Bemco Contracting, Region Trading Aggregate, Lantern Air Condition and Misr High Cool for Air Condition

Mr. Adel has a **Bachelor's** degree in **Commerce (Accounting)** and holds an **International Commercial Arbitration Diploma**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, seminars and workshops internationally.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 21st of September 2025

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Introduction to Financial Policies & Regulations Definition and Importance of Financial Policies • Key Principles of Financial Governance • Overview of Global Financial Regulations and Standards • Relevance of Financial Policies in the Petroleum Industry
0930 - 0945	Break
0945 - 1100	Framework for Financial Procedures Structure and Hierarchy of Financial Procedures • Steps to Create and Implement Financial Procedures
1100 - 1230	Framework for Financial Procedures (cont'd) Role of Technology in Streamlining Procedures
1230 - 1245	Break
1245 - 1420	Framework for Financial Procedures (cont'd) Case Studies of Successful Frameworks in the Petroleum Sector
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 22nd of September 2025

0730 - 0930	Financial Transactions & Compliance Types of Financial Transactions in the Petroleum Industry • Ensuring Compliance in Daily Transactions • Examples of Misalignment and Corrective Measures • Tools for Monitoring Transaction Compliance
0930 - 0945	Break
0945 - 1100	Documentation & Reporting Standards Importance of Accurate Financial Documentation • International Financial Reporting Standards (IFRS) • Common Errors in Financial Reporting • Best Practices for Audit-Ready Documentation



1100 - 1230	Risk Identification in Financial Processes Identifying Risks in Financial Procedures • Categorizing Risks: Operational, Compliance and Strategic • Impact of Risks on Business Performance • Risk Mitigation Strategies
1230 - 1245	Break
1245 - 1420	What-If Analysis in Financial Scenarios Definition and Importance of What-if Analysis • Tools and Techniques for Financial Scenario Analysis • Practical Examples in Budgeting and Forecasting • Application in Decision-Making Processes
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Tuesday, 23rd of September 2025

0730 – 0930	Handling Revenue Recognition Principles of Revenue Recognition • Timing and Methods for Recognizing Revenue • Common Challenges and Solutions in Petroleum Contracts • Alignment with IFRS 15
0930 - 0945	Break
0945 – 1100	Cost Management & Reporting Categorization of Costs (Fixed, Variable and Overhead) • Policies for Managing Cost Efficiency • Reporting Standards for Cost Accounting • Best Practices for Petroleum Industry Cost Controls
1100 - 1230	Budgeting & Forecasting Role of Policies in Budgeting • Techniques for Accurate Financial Forecasting • Handling Deviations from Budgeted Figures • Examples of Scenario-Based Budgeting
1230 - 1245	Break
1245 – 1420	Asset & Inventory Management Policies for Capital Asset Accounting • Depreciation and Amortization Compliance • Inventory Management in Petroleum Operations • Risk Management in Asset Handling
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 4: Wednesday, 24th of September 2025

0730 – 0930	Dealing with Taxation & Regulatory Compliance Types of Taxes Applicable in Petroleum Operations • Policies to Ensure Tax Compliance • Handling Discrepancies in Tax Filings • Reporting Requirements for Tax Audits
0930 - 0945	Break
0945 – 1100	Financial Controls & Internal Audits Role of Internal Audits in Policy Enforcement • Designing Effective Financial Controls • Addressing Audit Findings and Recommendations • Integration of Audits into Regular Financial Processes



1100 - 1230	Advanced Risk Management in Financial Policies <i>Advanced Techniques in Risk Assessment • Integration of Risk Management into Financial Policies • Tools for Continuous Risk Monitoring • Case Studies of Risk Management in Petroleum</i>
1230 - 1245	Break
1245 - 1420	Managing Non-Compliance Incidents <i>Identifying Signs of Non-Compliance • Reporting and Documenting Non-Compliance Incidents • Immediate Actions to Mitigate Impacts • Long-Term Solutions to Prevent Recurrence</i>
1420 - 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Two

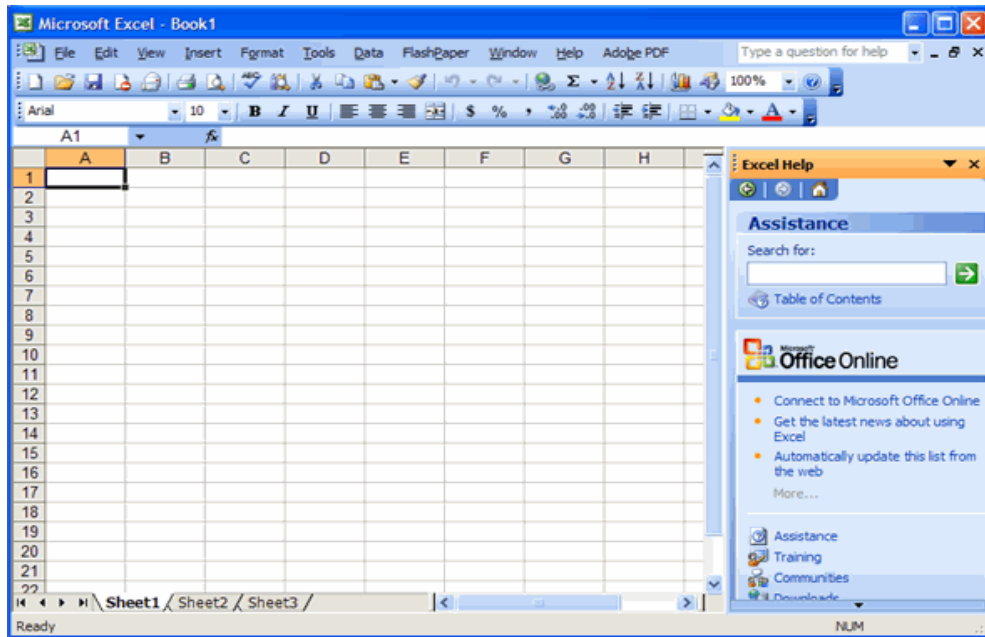
Day 5: Thursday, 25th of September 2025

0730 - 0930	Fraud Prevention & Detection <i>Common Types of Financial Fraud in the Petroleum Industry • Policies to Prevent Fraudulent Activities • Techniques for Fraud Detection and Investigation • Role of Technology in Fraud Prevention</i>
0930 - 0945	Break
0945 - 1100	Strategic Financial Policy Development <i>Aligning Financial Policies with Organizational Goals • Customizing Policies for Evolving Regulatory Landscapes • Tools for Policy Development and Updates • Future Trends in Financial Policy Frameworks</i>
1100 - 1230	Technology in Financial Policy Enforcement <i>Role of Automation and AI in Compliance • Leveraging ERP Systems for Policy Implementation • Data Analytics for Monitoring Compliance • Cybersecurity Considerations in Financial Systems</i>
1230 - 1245	Break
1245 - 1345	Integrating Financial Policies into Corporate Culture <i>Importance of Financial Policy Awareness Among Employees • Training and Development Programs for Staff • Creating a Culture of Compliance and Accountability • Leadership's Role in Enforcing Financial Policies</i>
1345 - 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 - 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course



Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



MS-Excel

Course Coordinator

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