

€ TRAINING

Accounts Payable and Management Skills



29 December 2024 -
2 January 2025
Dubai (UAE)



Accounts Payable and Management Skills

REF: F2378 DATE: 29 December 2024 - 2 January 2025 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program is designed to delve into the intricacies of accounts payable processes and develop the essential managerial skills required to oversee this critical function. Through a combination of theoretical knowledge, practical exercises, and case studies, participants will gain the expertise needed to optimize accounts payable operations and effectively lead a team.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the core functions and importance of accounts payable in financial management.
- Streamline accounts payable processes for improved efficiency and compliance.
- Develop leadership skills specific to managing and motivating accounts payable teams.
- Apply effective time and stress management strategies in accounts payable operations.
- Build high-performing teams and foster leadership development within accounts payable.

Targeted Audience:

- Accounts payable managers and supervisors.
- Finance professionals involved in accounts payable processes.
- Team leads responsible for accounts payable functions.
- Employees seeking to improve their accounts payable knowledge and management skills.

Program Outlines:

Unit 1:

Introduction to Accounts Payable:

- The role and significance of accounts payable in the financial ecosystem.
- Key terminology and concepts in accounts payable.
- The accounts payable cycle: from invoice receipt to payment.

- Regulatory and compliance considerations in accounts payable.
- The impact of effective accounts payable on organizational finances.

Unit 2:

Accounts Payable Processes and Efficiency:

- Streamlining the accounts payable workflow.
- Invoice processing best practices.
- Vendor management and relationships.
- Approvals and authorization in accounts payable.
- Auditing and controls to ensure accuracy and compliance.

Unit 3:

Management and Leadership Skills:

- The role of leadership in accounts payable.
- Effective communication and collaboration within the accounts payable team.
- Setting goals and performance metrics for accounts payable.
- Motivating and developing accounts payable staff.
- Conflict resolution and problem-solving in accounts payable.

Unit 4:

Time and Stress Management for Accounts Payable Managers:

- Prioritizing tasks and responsibilities in accounts payable management.
- Effective time management techniques to handle workloads efficiently.
- Strategies for managing stress and maintaining a healthy work-life balance.
- Delegation and empowering team members for increased productivity.
- Resilience and adaptability in the face of challenges in accounts payable management.

Unit 5:



Leadership Development and Team Building:

- Strategies for developing leadership skills in accounts payable management.
- Building and leading high-performing accounts payable teams.
- Communication strategies to inspire and motivate the team.
- Conflict resolution and fostering a positive work environment.
- Succession planning and talent development in accounts payable management.