

€ TRAINING

Accounts Payable and Management Skills



21 - 25 October 2024
Kuala Lumpur (Malaysia)



Accounts Payable and Management Skills

REF: F2378 DATE: 21 - 25 October 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 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 fundamental concepts and importance of accounts payable.
- Learn best practices for managing accounts payable processes efficiently.
- Develop essential management skills, including leadership and communication.
- Know about time and stress management for accounts payable managers.

Targeted Audience:

- Accounts payable managers and supervisors.
- Finance professionals involved in accounts payable processes.
- Team leads responsible for accounts payable functions.
- Employeea 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.