

# € TRAINING

Conference on The Effective Accounts  
Assistant



27 - 31 October 2024  
Dubai (UAE)



# Conference on The Effective Accounts Assistant

REF: C1359 DATE: 27 - 31 October 2024 Venue: Dubai (UAE) - Fee: 5310 Euro

## Introduction:

This conference is designed to enhance the skills and knowledge of accounts assistants, focusing on essential accounting practices, financial documentation, and supporting the overall finance function within an organization. It empowers participants with the tools to improve accuracy, efficiency, and compliance in handling financial data and transactions.

## Conference Objectives:

By the end of this conference, participants will be able to:

- Understand the fundamental roles and responsibilities of an accounts assistant.
- Maintain accurate and compliant financial records and documentation.
- Assist in the preparation of financial statements and reports.
- Process and manage invoices, payments, and reconciliations effectively.
- Support the finance team in budgeting, forecasting, and audits.

## Target Audience:

- Accounts Assistants.
- Junior Accountants.
- Finance Clerks.
- Administrative Professionals in Finance Departments.
- Office Managers handling financial tasks.

## Conference Outline:

### Unit 1:

#### Roles and Responsibilities of an Accounts Assistant:

- Overview of the key tasks and responsibilities in the role.
- Supporting the finance department in day-to-day operations.

- Understanding the accounting cycle and its impact on financial reporting.
- The importance of maintaining accurate records and compliance with regulations.
- Building an effective working relationship with the finance team.

## Unit 2:

### Processing Invoices, Payments, and Reconciliations:

- Managing accounts payable AP and accounts receivable AR processes.
- Handling supplier invoices, purchase orders, and credit notes.
- Ensuring accurate and timely payment processing.
- Bank reconciliations and dealing with discrepancies.
- Best practices for maintaining accurate financial records and ledgers.

## Unit 3:

### Assisting with Financial Statements and Reports:

- Supporting the preparation of financial statements income statement, balance sheet.
- Understanding the structure and purpose of financial reports.
- Assisting with month-end and year-end closing processes.
- Helping with budgeting and forecasting tasks.
- Ensuring compliance with accounting standards and regulations.

## Unit 4:

### Managing Payroll and Expenses:

- Overview of payroll processing and statutory requirements.
- Managing employee expenses and reimbursement claims.
- Ensuring accurate tax deductions and contributions.
- Recording payroll transactions and expenses in financial records.
- Tools and software for managing payroll efficiently.

## Unit 5:

### Supporting Audits and Financial Controls:

- Preparing documentation and records for internal and external audits.
- Assisting in implementing internal financial controls to reduce errors and fraud.
- Understanding the importance of audit trails and accurate record-keeping.
- Best practices for handling audit requests and queries.
- Continuous improvement in finance operations through feedback and audit findings.