

The Malawi Confederation of Chambers of Commerce and Industry (MCCCI) is pleased to invite you to a **Best Practices and Updates in Efficient Finance and Accounting Operations Workshop** which has been organized in Lilongwe.

### Why Attend

Stop what you are doing, take a step back, and look at how you perform your work. You will probably agree that things are currently effective, but could be more efficient. This course will provide you with the tools and techniques necessary to enhance all the building blocks of accounting and finance. From accounts payable and cash management to budgeting and financial statements, we will show you best practices in tools and techniques that will make your job easier and help you deliver more value. The course will also cover behavioral concepts related to the day-to-day accounting and finance operations.

### Course Methodology

This course uses a mix of exercises, group case studies, and presentations. Additionally, some time will be devoted to learning practical tools in Excel for reporting, analysis and reconciliation. Conceptual ideas, rules, and best practices will also be discussed in accounting, finance, budgeting and general reporting.

### Course Objectives

By the end of the course, participants will be able to:

- Identify the main elements of a vision for finance and accounting
- Evaluate and improve accounts payable process
- List the key best practices in receivables, inventory and cash management
- List the key financial statements (balance sheet, income statement, changes in shareholders' equity and cash flow statement) and their components
- Assess the budgeting process in their organizations and recommend improvements

- Apply MS Excel reporting and analysis techniques for a faster accounting and finance operations
- Develop an enhanced understanding of the behavioral concepts related to the day-to-day finance and accounting operations

### **Target Audience.**

Professionals from the field of finance and accounting, managers, supervisors, and staff from other departments who desire to understand, apply and implement practical tools to enable them to run their departments more efficiently and improve their understanding of the language of numbers

### **Target Competencies**

- Analytical skills
- Accounts payable management
- Accounting and managing accounts receivables and inventory
- Preparing financial statements
- Budgeting
- Excel reporting and analysis

### **Training details;**

Date: 19<sup>th</sup> July 2019


Venue: Platinum Hotel

Time: 8:00am – 5:00pm

Fees: K80,000 for (MCCCI Registered Members) and K100,000 for (Non-members)

Training fees is inclusive of morning and afternoon refreshments and lunch, training materials and certificate of attendance.

Please confirm your attendance by filling attached form and send it to [cmalunga@mccci.org](mailto:cmalunga@mccci.org) or call 0995624559.



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**BEST PRACTICES AND UPDATES IN EFFICIENT FINANCE AND ACCOUNTING OPERATIONS WORKSHOP**  
REGISTRATION FORM

**COMPANIALS**  
NAME OF COMPANY: \_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_  
TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
E MAIL: \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_  
**POSITION IN COMPANY:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS AND THEIR FUNCTIONS:**

| Name  | Position | Value |
|-------|----------|-------|
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |

Paid by Cheque/Cash: \_\_\_\_\_ Cheque No. \_\_\_\_\_ Amount: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

| Name of Official | Designation | Date  |
|------------------|-------------|-------|
| _____            | _____       | _____ |

