

FINANCE & ACCOUNTING | COURSE BROCHURE

Accounting Policies and Procedures

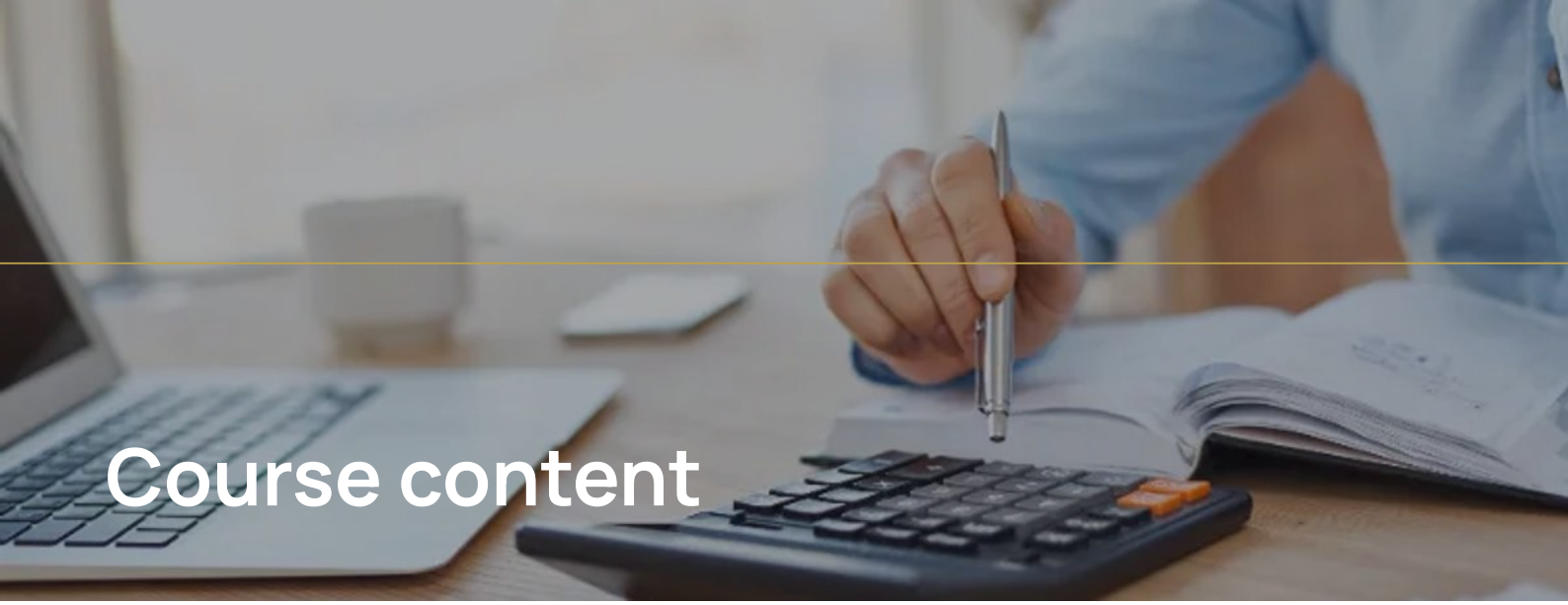
5 days | Classroom training | English

SMART HORIZON

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Amsterdam
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Course content

Why attend

This course provides a comprehensive understanding of accounting policies and procedures, focusing on their development, implementation, and compliance. Participants will learn to create effective policies that align with regulatory standards and enhance financial reporting accuracy.

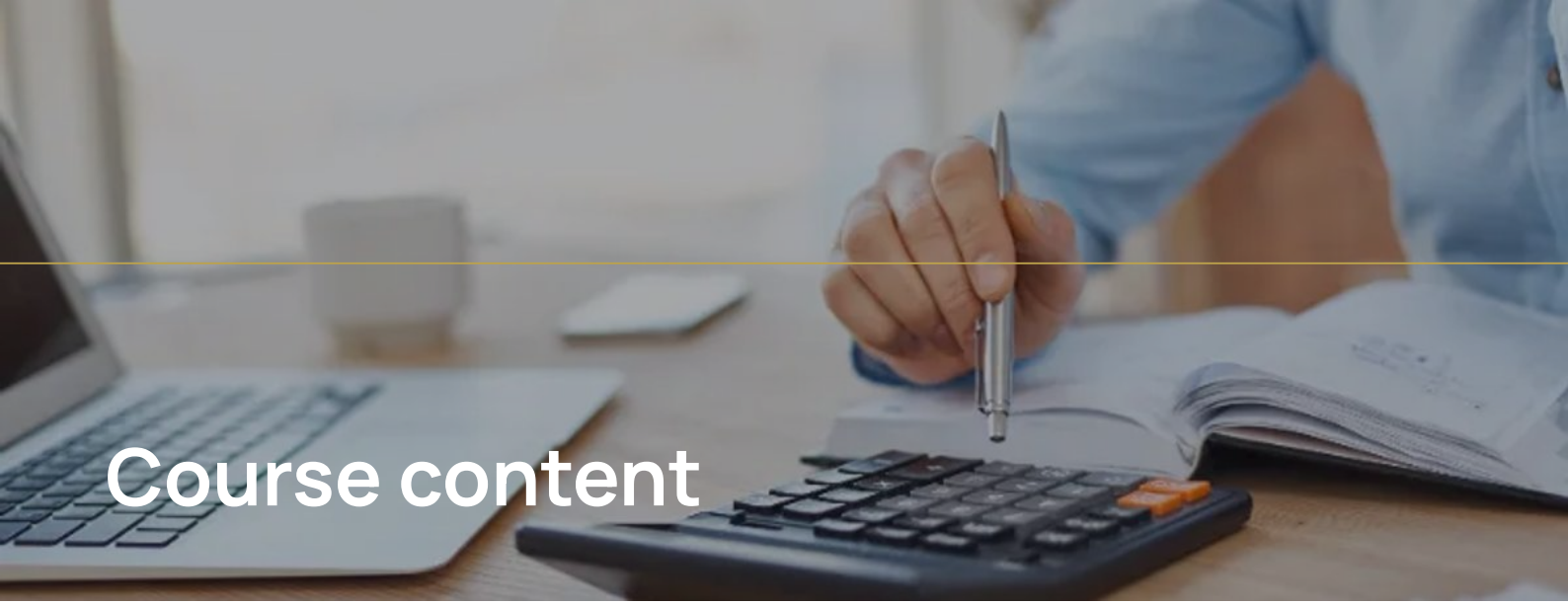
Accounting policies and procedures are critical for ensuring compliance with financial regulations and standards, which can significantly impact an organisation's credibility and operational efficiency. Many professionals face challenges in developing and maintaining these policies, leading to inconsistencies in financial reporting, potential legal issues, and financial misstatements. This course addresses these challenges by providing participants with the skills to create robust policies that not only meet regulatory requirements but also support strategic financial management. Participants will engage in practical exercises that simulate real-world scenarios, enhancing their ability to make informed decisions regarding policy implementation and compliance monitoring.
Participants will gain practical skills in drafting, reviewing, and implementing accounting policies tailored to their organisation's needs. They will engage in real-world scenarios that require them to assess existing policies, identify gaps, and propose improvements, thereby enhancing their decision-making capabilities in financial management. This course will also cover effective communication strategies for policy rollout, ensuring that all stakeholders understand their roles in compliance. By the end of the programme, participants will be equipped to foster a culture of accountability and transparency in financial reporting, ultimately contributing to their organisation's success.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a mix of case studies, workshops, and practical exercises to facilitate hands-on learning. Participants will analyse real-world accounting scenarios, draft policy documents, and engage in group discussions to critique and refine their work. Specific exercises will include role-playing policy implementation challenges and conducting peer reviews of drafted policies. Participants will also create compliance checklists and monitoring tools to ensure ongoing adherence to established policies. The outputs will include a comprehensive set of accounting policies tailored to their organisation's requirements, along with a compliance checklist and a communication plan for policy implementation. This approach ensures that participants not only learn theoretical concepts but also apply them in practical contexts, reinforcing their understanding and capability.



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Course objectives

By the end of this course, participants will be able to:
• Develop accounting policies that comply with relevant regulations and standards.
• Assess the effectiveness of existing accounting procedures within an organisation.
• Draft comprehensive accounting policy documents for various financial activities.
• Evaluate the impact of accounting policies on financial reporting accuracy.
• Implement procedures for regular review and updates of accounting policies.
• Justify the need for specific accounting policies based on organisational context.

Target audience

This course is suitable for:
• Financial Managers responsible for policy development and compliance.
• Accountants tasked with implementing and monitoring accounting procedures.
• Internal Auditors focusing on compliance and risk management.
• Finance Directors overseeing financial strategy and reporting.

Target competencies

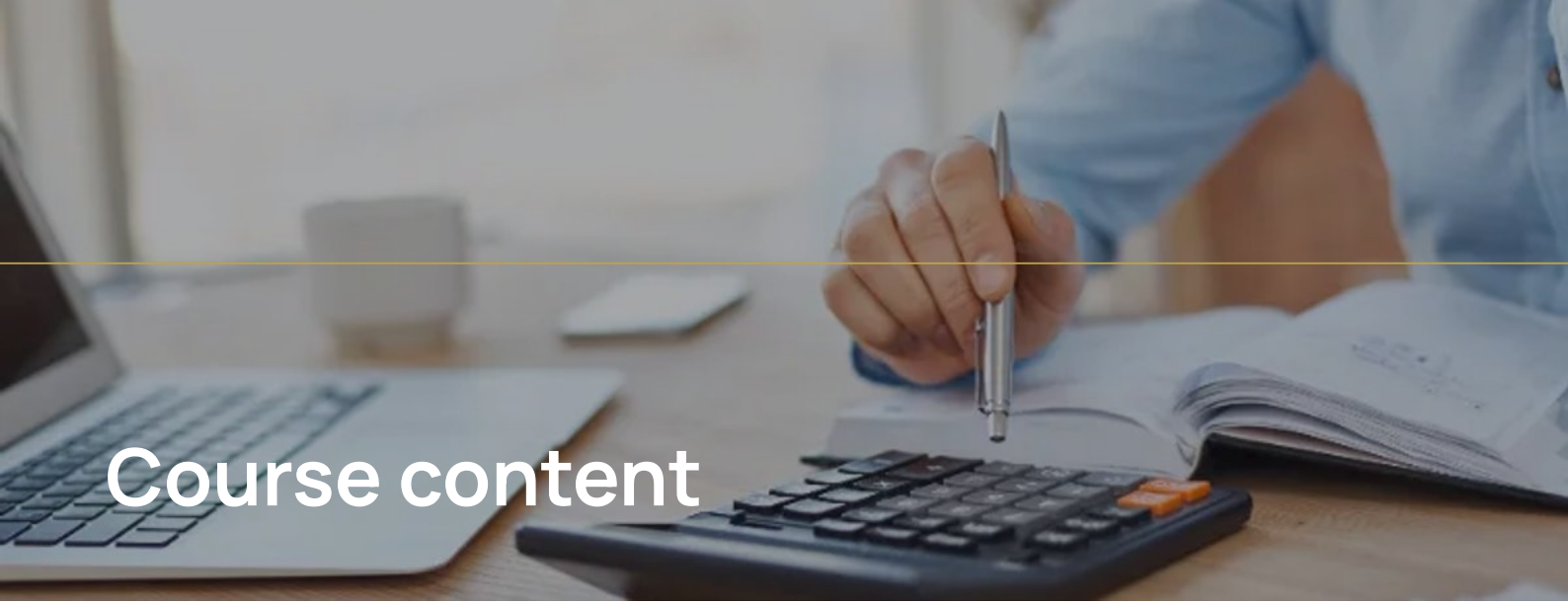
Participants will develop competencies in:
• Ability to draft clear and concise accounting policies.
• Skill in evaluating the effectiveness of financial procedures.
• Proficiency in aligning accounting policies with regulatory standards.
• Capability to implement and monitor compliance with accounting policies.
• Aptitude for conducting policy reviews and updates.
• Expertise in identifying gaps in existing accounting procedures.

Course outline

Day 1: Understanding Accounting Policies and Their Importance

Applied activity: Participants will analyse a fictional company's existing accounting policies, identifying strengths and weaknesses based on regulatory compliance and best practices. They will work in groups to discuss their findings and suggest improvements to enhance policy effectiveness.
Output: A summary report highlighting key findings and recommendations for policy enhancements.

09:00–09:54	Definition of accounting policies and procedures and their role in financial reporting.
09:54–10:48	Overview of regulatory frameworks (IFRS, GAAP) and their implications for practice.



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10:48–11:00	Importance of consistency in financial reporting for stakeholder trust and compliance.
11:00–11:30	Coffee break
11:30–12:12	Importance of consistency in financial reporting for stakeholder trust and compliance. (continued)
12:12–13:06	Common challenges in policy development and implementation within organisations.
13:06–14:00	Role of accounting policies in risk management and compliance monitoring.

Day 2: Developing Effective Accounting Policies

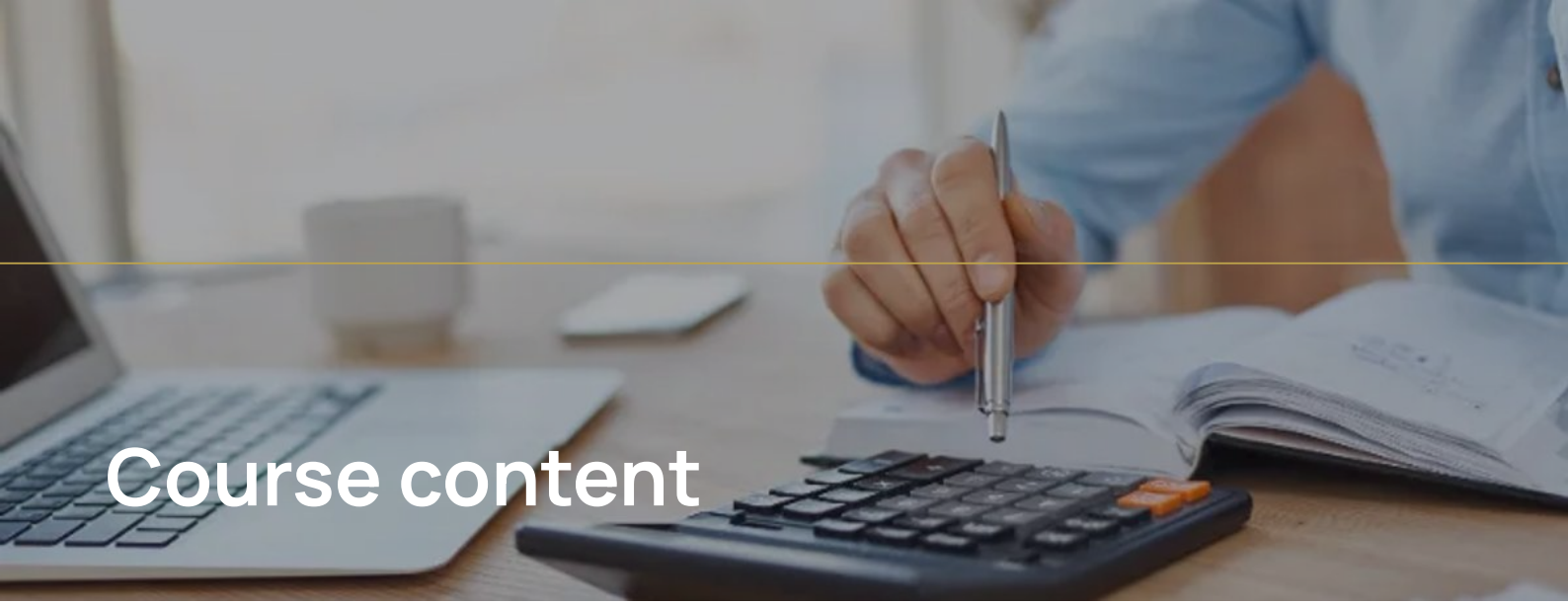
Applied activity: Using a provided template, participants will draft a policy for revenue recognition, ensuring alignment with relevant standards and organisational needs. They will collaborate in pairs to critique each other's drafts and provide constructive feedback for improvement.
Output: A drafted revenue recognition policy document with peer feedback incorporated.

09:00–09:54	Key components of accounting policies and their documentation requirements.
09:54–10:48	Steps in developing accounting policies tailored to organisational needs and context.
10:48–11:00	Stakeholder involvement in policy creation and approval processes for buy-in.
11:00–11:30	Coffee break
11:30–12:12	Stakeholder involvement in policy creation and approval processes for buy-in. (continued)
12:12–13:06	Best practices for policy documentation and ensuring clarity and accessibility.
13:06–14:00	Case studies of effective accounting policies in various sectors and their outcomes.

Day 3: Implementing and Communicating Policies

Applied activity: Participants will create a communication plan for implementing their drafted revenue recognition policy, detailing how to inform and train relevant staff members. They will present their plans to the group for discussion and refinement.
Output: A comprehensive communication plan outlining key messages, training strategies, and timelines for policy implementation.

09:00–09:54	Strategies for effective policy implementation across different departments and teams.
09:54–10:48	Training staff on new accounting procedures and compliance requirements effectively.
10:48–11:00	Communication plans for policy rollout to ensure understanding and adherence.
11:00–11:30	Coffee break



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11:30–12:12	Communication plans for policy rollout to ensure understanding and adherence. (continued)
12:12–13:06	Monitoring compliance with accounting policies and procedures through established metrics.
13:06–14:00	Feedback mechanisms for ongoing policy improvement and stakeholder engagement.

Day 4: Reviewing and Updating Accounting Policies

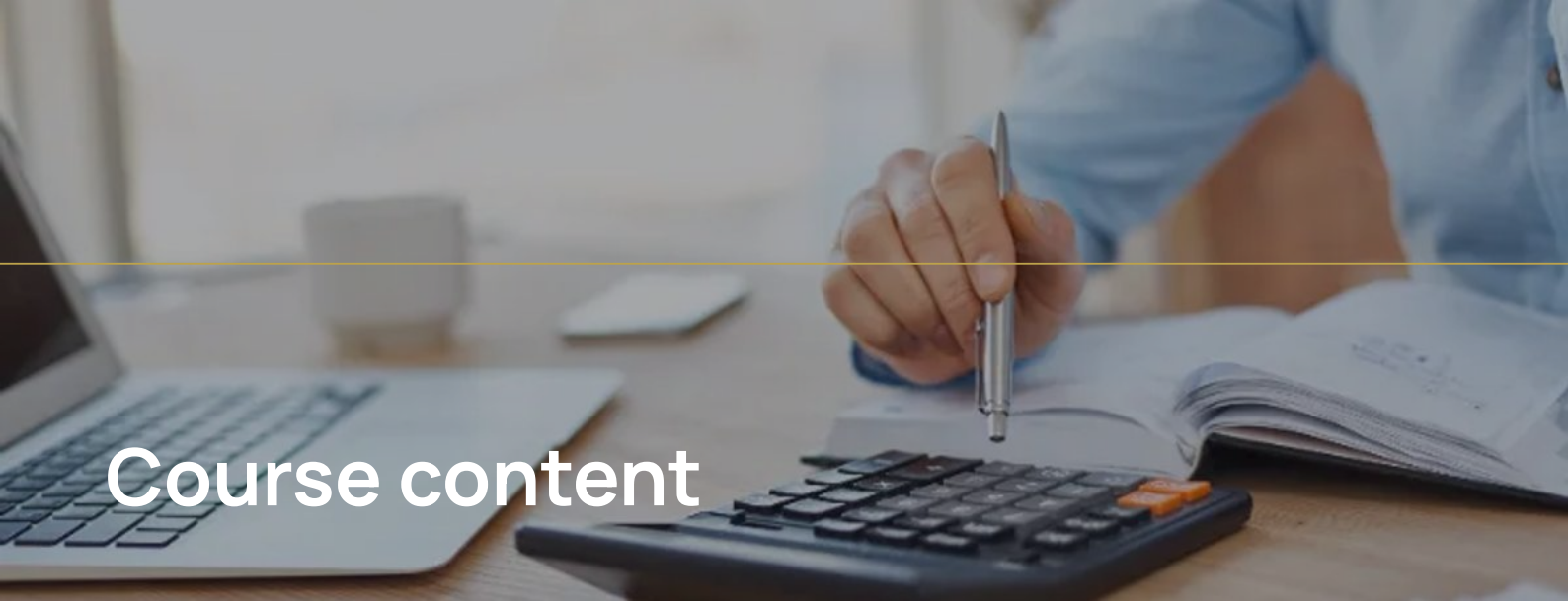
Applied activity: Participants will conduct a mock review of an existing accounting policy, identifying areas for improvement and proposing updates based on recent regulatory changes and organisational feedback. They will present their findings to the group for discussion.
Output: A revised accounting policy document with annotations on proposed changes and justifications for updates.

09:00–09:54	Importance of regular policy reviews to maintain relevance and compliance.
09:54–10:48	Methods for assessing policy effectiveness and compliance through audits.
10:48–11:00	Identifying triggers for policy updates based on regulatory changes and organisational feedback.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying triggers for policy updates based on regulatory changes and organisational feedback. (continued)
12:12–13:06	Documenting changes in accounting procedures and policies for transparency.
13:06–14:00	Engaging stakeholders in the review process for buy-in and support.

Day 5: Integrating Policies into Financial Operations

Applied activity: Participants will work in teams to develop an integrated policy framework that aligns accounting policies with overall business strategy, considering operational impacts and compliance requirements. They will present their frameworks to the class for feedback and discussion.
Output: A comprehensive integrated policy framework document with strategic alignment and compliance considerations.

09:00–09:54	Aligning accounting policies with business objectives and operational needs for effectiveness.
09:54–10:48	Case studies on successful policy integration within organisations and lessons learned.
10:48–11:00	Tools for monitoring policy compliance and effectiveness in real-time.
11:00–11:30	**Coffee break**
11:30–12:12	Tools for monitoring policy compliance and effectiveness in real-time. (continued)
12:12–13:06	Assessing the impact of policies on financial performance and reporting accuracy.



Course content

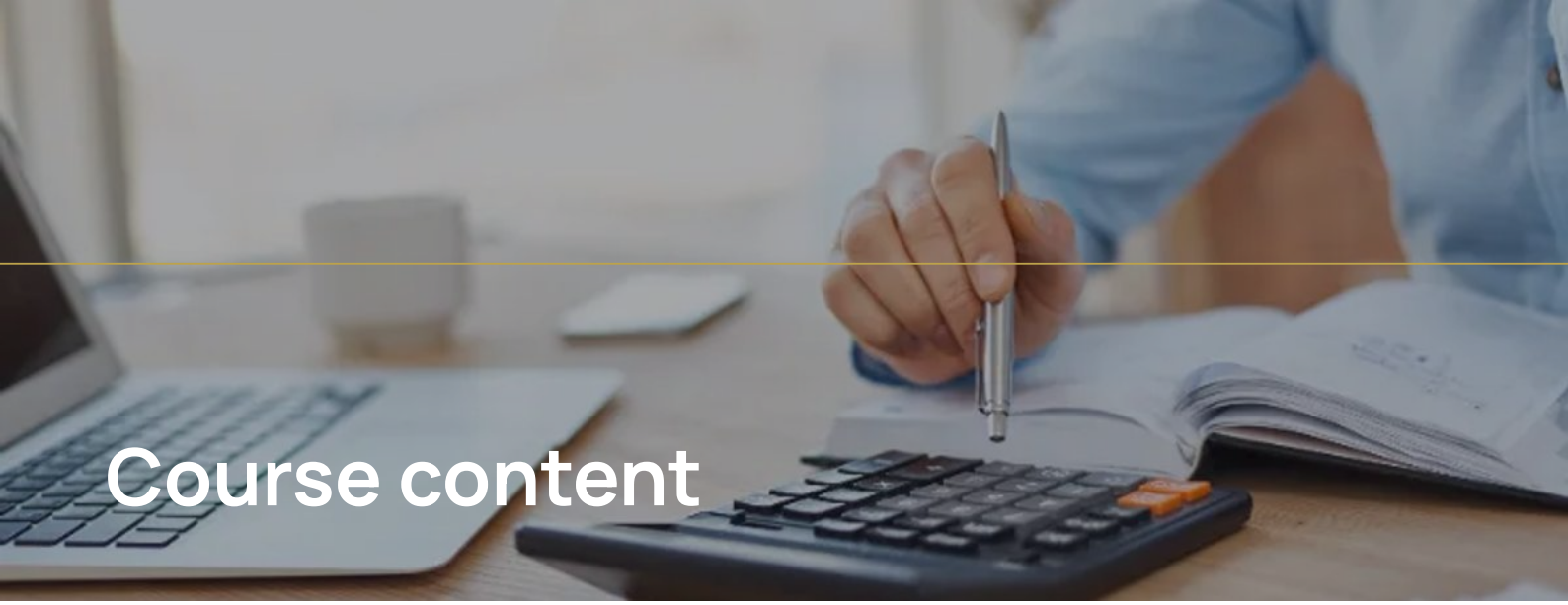
13:06–14:00	Developing a culture of compliance and accountability within the organisation.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

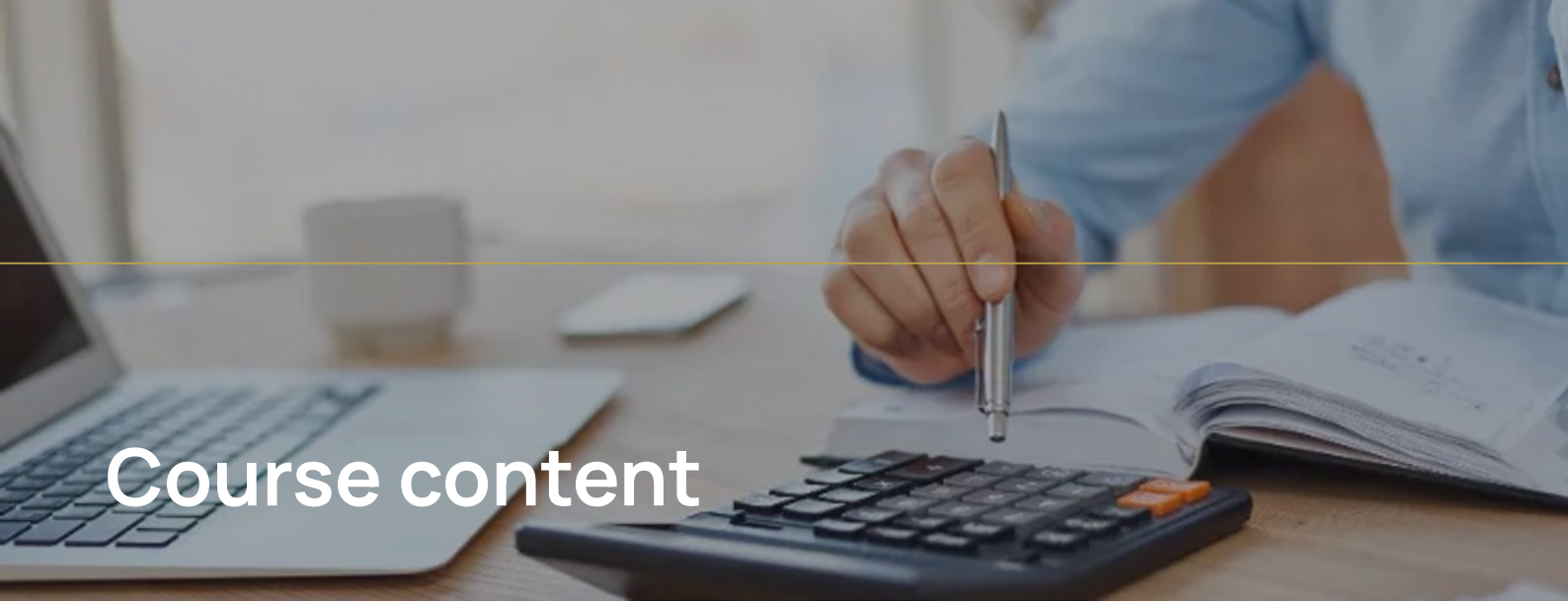
Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,650.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Amsterdam Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,540.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Singapore Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,820.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
London Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,450.-**



Course content

Dates, venues and fees (continued)

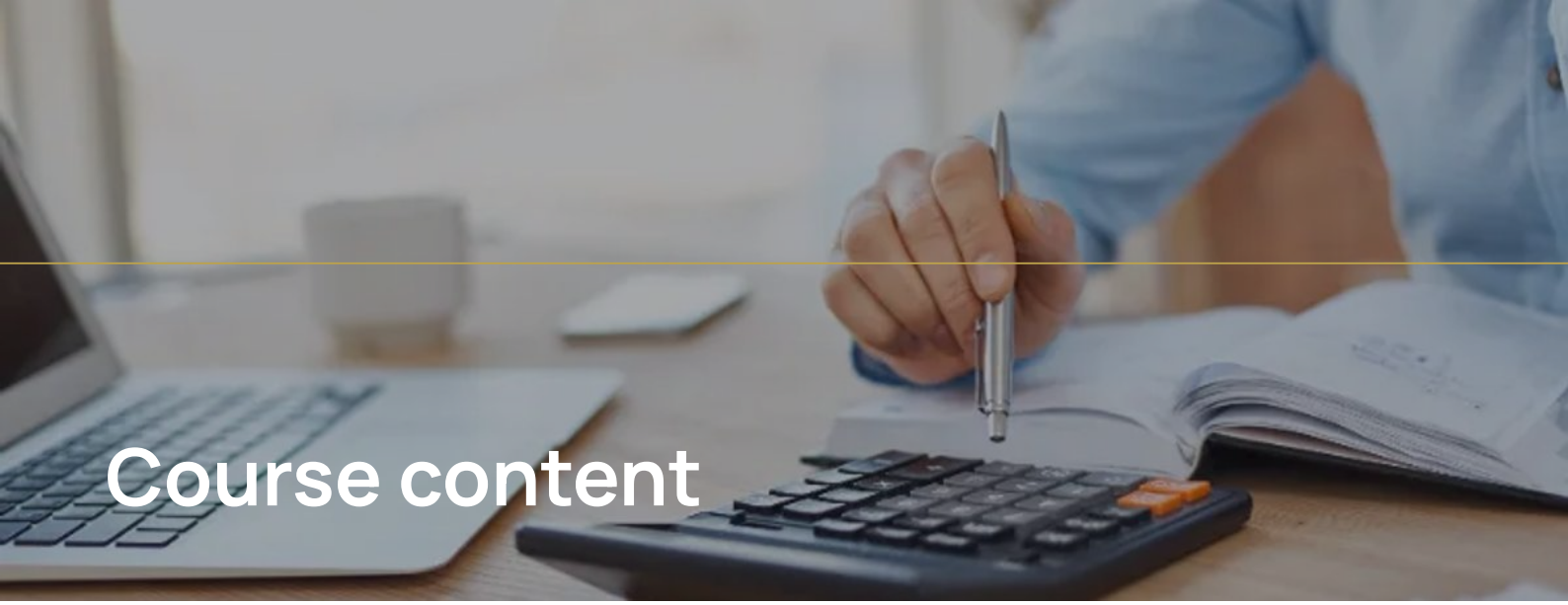
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**€3,150.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,650.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,450.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**



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Dates, venues and fees (continued)

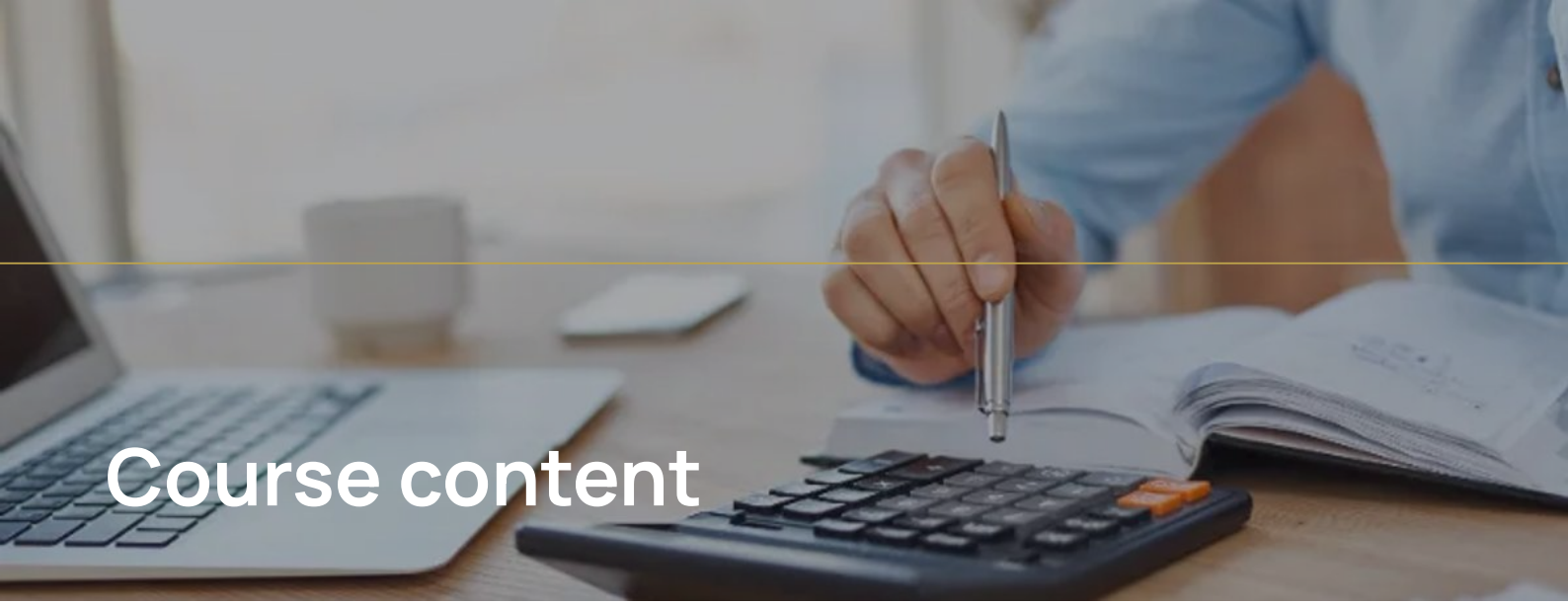
Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,860.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.-**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,650.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.-**
Barcelona Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,840.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,540.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.-**
Singapore Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,820.-**



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Dates, venues and fees (continued)

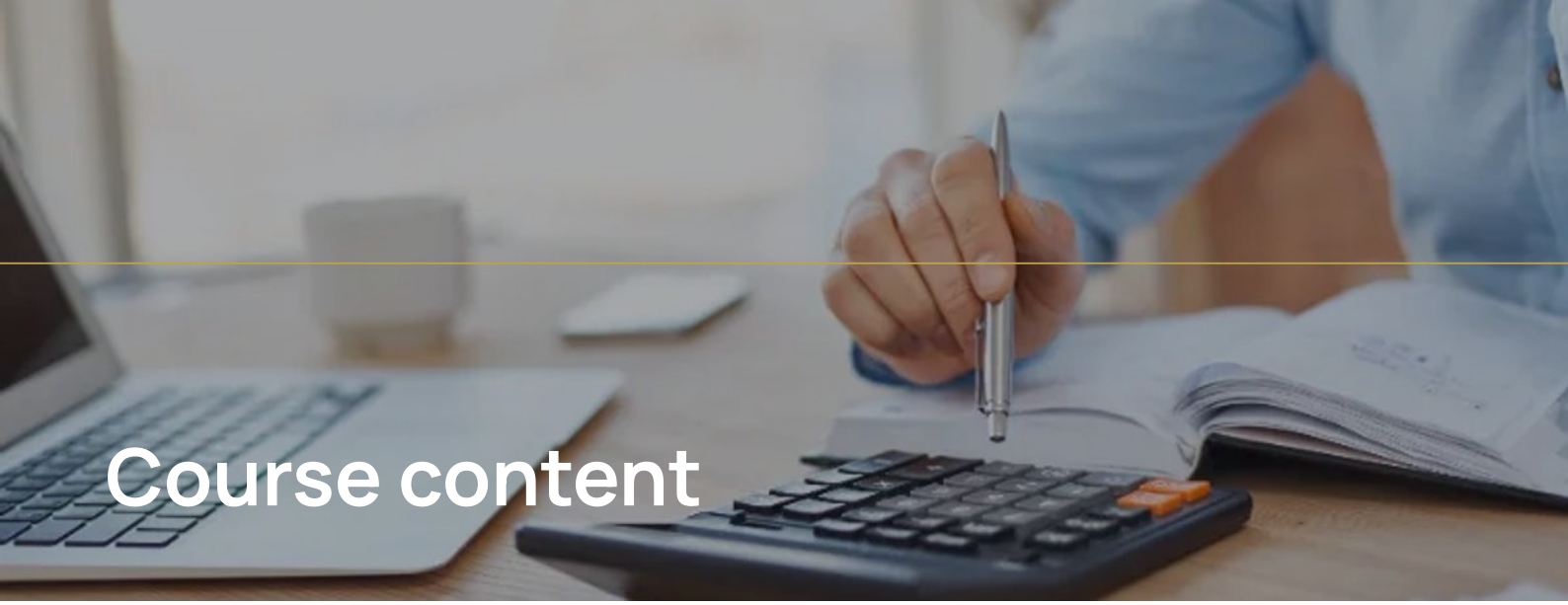
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.-**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,450.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Cape Town Confirmed dates	3 May 2027	7 May 2027	**€1,890.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**€2,650.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**



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Dates, venues and fees (continued)

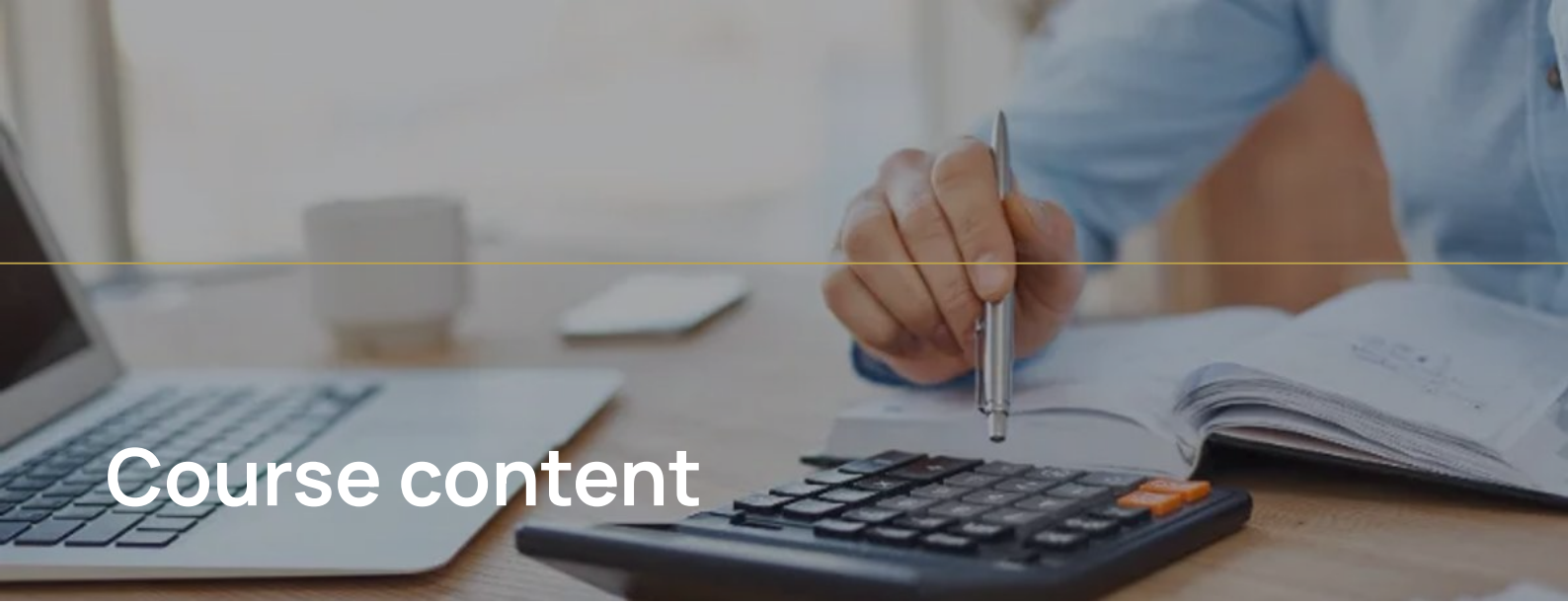
Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Paris Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,860.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Cape Town Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,890.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.–**
Istanbul Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,650.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Amsterdam Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,540.–**



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Dates, venues and fees (continued)

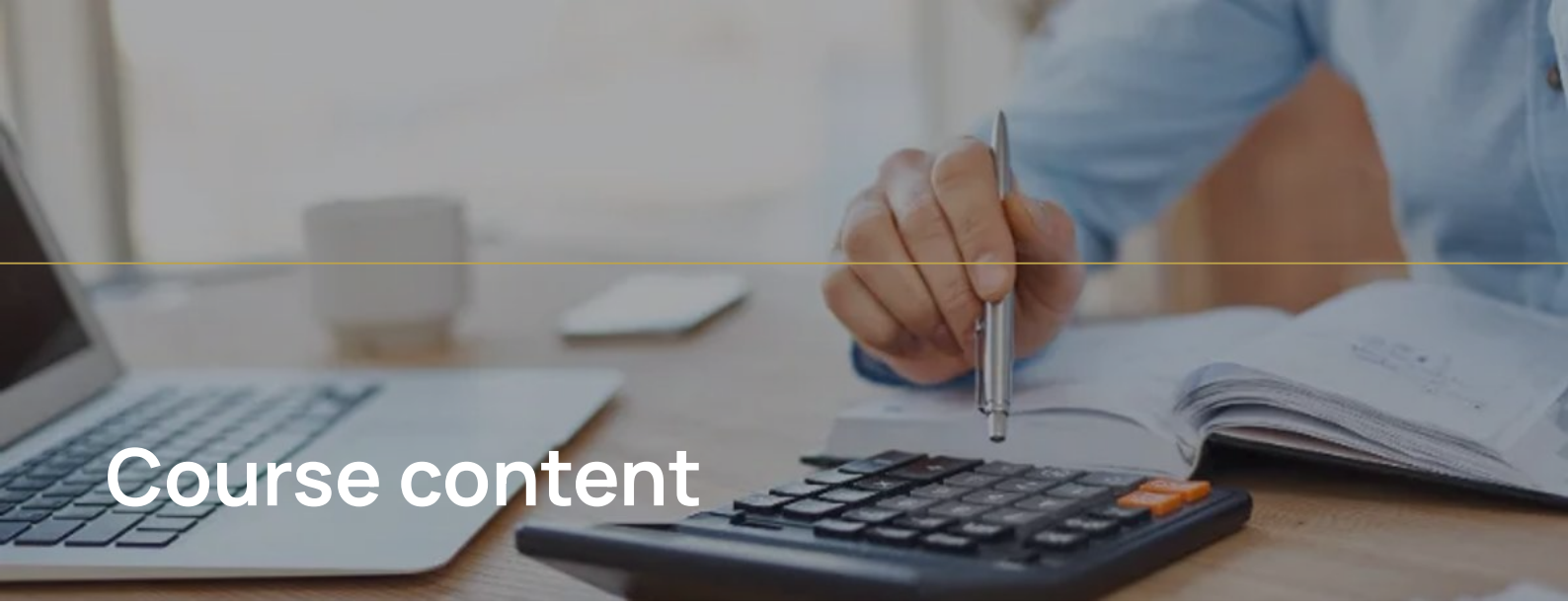
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Singapore Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,820.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Dubai Confirmed dates	13 Sept 2027	17 Sept 2027	**€3,150.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**



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Dates, venues and fees (continued)

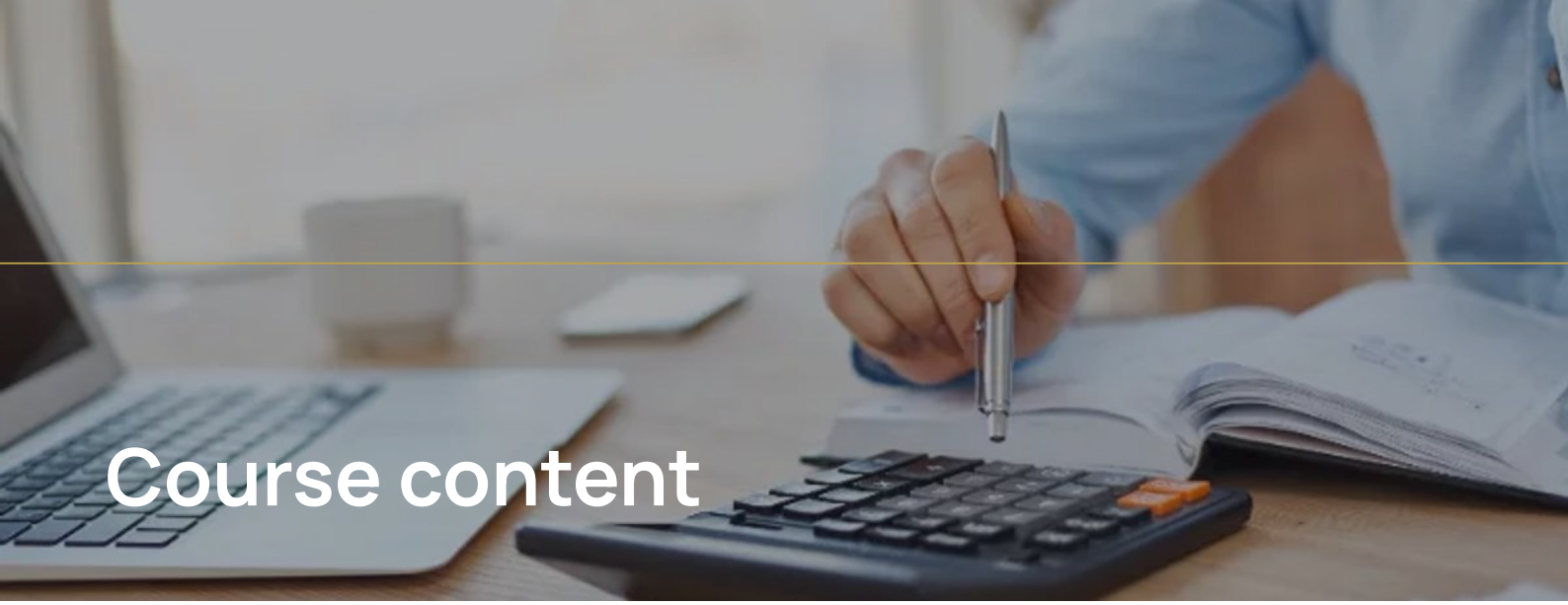
Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.–**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,450.–**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.–**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,860.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.–**
Vienna Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,940.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Istanbul Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,650.–**



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Dates, venues and fees (continued)

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Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
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Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Singapore Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,820.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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