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COURSE BROCHURE

Office Finance for Administrators and Secretaries Training Course

23 – 27 November 2026
Barcelona

Office Finance for Administrators and Secretaries Training Course

Ref: 1771_65000 **Date:** 23 – 27 November 2026 **Location:** Barcelona **Fees:** 5600 GBP

Office Finance for Administrators and Secretaries is a 1-week training course for office administrators, secretaries and executive assistants who handle petty cash, supplier invoices, expense claims and departmental spending, and who leave with an office finance procedures file. As finance teams lean on front-office staff for accurate source documents and faster approvals, administrative accuracy now shapes month-end quality. This course is delivered by Jupiter Prime Training.

Why Office Finance Matters Now

Three forces shape office finance today. Finance departments are moving to digital purchase-to-pay and expense applications, so the person who scans a receipt or codes an invoice effectively creates the ledger entry. Managers want simple budget-versus-actual updates without waiting for the finance team. An office that handles these tasks well closes its month quietly and spends within plan; one that handles them badly faces duplicate payments and petty cash shortages. The course rests on double-entry bookkeeping and the segregation-of-duties principle used in internal control practice.

Who Gains Most from Office Finance

- Staff responsible for holding, issuing and topping up a petty cash float
- Staff who receive, check and route supplier invoices for approval
- Staff who collect, verify and submit expense claims for travel and hospitality
- Staff who track a department's spending against its yearly allocation
- Staff who prepare cost summaries and payment requests for senior managers

Administrative teams supporting one directorate gain most when several members attend together and agree one way of coding and approving spend.

Office Finance Capabilities

Participants turn receipts, invoices and claim forms into reliable records that the finance department can post without rework.

- Apply double-entry logic to record routine office transactions — the finance team posting each entry
- Reconcile an imprest petty cash float and prepare its top-up request — the cash custodian's approver
- Check supplier invoices against purchase orders and delivery notes — the manager releasing payment
- Assess expense claims against policy limits and receipt rules — the line manager signing the claim
- Build a simple budget-versus-actual tracker with variance notes — the department head controlling spend
- Communicate the meaning of a basic income statement and balance sheet — executives reading monthly figures

Key Office Finance Terms

- Imprest system — a petty cash method where the float is restored to a fixed amount by reimbursing exactly what was spent.
- Three-way match — checking that a purchase order, delivery note and supplier invoice agree before an invoice is paid.
- Cost centre — a unit, such as a department or project, to which spending is charged for tracking and control.
- Accrual — an expense recorded in the period it was incurred even though the invoice or payment arrives later.
- Budget variance — the difference between the amount planned for a cost line and the amount actually spent.
- Segregation of duties — splitting request, approval, payment and recording among different people to reduce error and misuse.

Office Finance Day by Day

Day 1: How Money Moves Through the Office

- Purchase-to-Pay Cycle Map — Where Administrators Touch Payments
- Double-Entry Basics and Debits Versus Credits — Recording Routine Office Costs
- Chart of Accounts and Cost Centre Codes — Charging Spend Correctly
- Source Documents and Retention Rules — Evidence Auditors Expect to See
- Segregation of Duties in a Small Office — Who Requests, Approves and Pays

Day 2: Petty Cash and Expense Claims

- Imprest Float Set-Up and Custody Rules — Sizing the Cash Held
- Petty Cash Voucher and Count Sheet — Reconciling Cash to Receipts
- Top-Up Request and Shortage Handling — Escalating Unexplained Differences
- Expense Claim Policy Limits and Receipt Rules — Approving or Returning Claims
- Corporate Card Statements and Mileage Logs — Matching Charges to Business Purpose

Day 3: Invoices, Suppliers and Payments

- Purchase Requisition and Purchase Order Flow — Committing Spend Before Ordering
- Three-Way Match Checks — Releasing or Holding Supplier Invoices
- Duplicate and Fraudulent Invoice Red Flags — Protecting the Payment Run
- Supplier Statement Reconciliation — Resolving Missing Credits and Queries
- Invoice Tax Fields and Approval Routing — Sending Documents to the Right Signatory

Day 4: Office Budgets and Simple Reports

- Departmental Budget Lines and Phasing — Spreading the Yearly Allocation by Month
- Budget-Versus-Actual Spreadsheet Tracker — Spotting Overspend Early
- Accruals and Prepayments at Month End — Keeping Monthly Figures Fair
- Reading an Income Statement and Balance Sheet — Explaining Results to Managers
- Variance Commentary Notes — Answering Why Costs Moved

Day 5: Practising the Office Finance Procedures File

- Petty Cash Reconciliation Exercise — Applying Imprest Controls to a Case
- Invoice Batch Matching Exercise — Applying Three-Way Checks Under Time Pressure
- Expense Claim Review Simulation — Applying Policy Limits to Mixed Claims
- Month-End Checklist for the Office — Coordinating Deadlines with Finance
- Office Finance Procedures File — Assembling Templates, Controls and Approval Routes

Applying Office Finance After the Course

- Run a surprise count of the petty cash float with a colleague and reset the imprest amount based on three months of vouchers.
- Set up a budget-versus-actual tracker for the department's cost centre and send the first variance note to the manager.

Office Finance Questions FAQ

What is office finance for administrators and why does it matter now?

Office finance covers the petty cash, invoices, expense claims and budgets that administrators handle daily. It matters now because digital expense and payment systems turn administrative inputs straight into ledger entries.

Which roles gain most from office finance training for secretaries?

Secretaries, executive assistants and office administrators who hold cash, route invoices or prepare claims gain most. Hospital and engineering offices use the same controls.

How does office finance training differ from a general accounting course?

Office finance training focuses on the documents and controls an administrator owns, not on preparing full financial statements. A general accounting course goes deeper into ledgers, closing entries and reporting standards.

What do you bring back from office finance training for administrators?

You bring back a procedures file with petty cash, invoice and claim templates, a budget tracker and clear approval routes.

Office Finance: The Way Forward

The office finance procedures file sets out how cash, invoices, claims and budget lines are handled in one office. Its first use is deciding who approves which payment and at what limit. Administrators, line managers and the finance team all work from it. After the first month end, revisit the imprest amount and approval limits against actual volumes.