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COURSE BROCHURE

Accounting and Financial Control for Finance Officers Training Course

8 – 12 August 2027
Kuala Lumpur

Accounting and Financial Control for Finance Officers Training Course

Ref: 1809_66442 **Date:** 8 – 12 August 2027 **Location:** Kuala Lumpur **Fees:** 4600 GBP

Accounting and Financial Control for Finance Officers is a 1-week training course for finance officers, accountants and financial controllers who keep ledgers accurate and money movements authorised, ending with one work product: a financial control matrix that maps each account, risk, control owner and reconciliation. Boards, auditors and lenders now expect cleaner balances and faster evidence that controls actually operate. Jupiter Prime Training runs this Accounting and Financial Control course.

Why Accounting and Financial Control Matters Now

Three groups press on the finance officer at once. External auditors test whether controls ran, not merely whether they were written. Lenders and investors read the balance sheet for signs of unexplained suspense items and late accruals. Handled well, the books close on schedule with defensible balances; handled badly, misstatements and duplicate payments surface late. The course rests on the widely used internal control model of control environment, risk assessment, control activities, information and monitoring, described in general terms.

Who Gains Most from Accounting and Financial Control

- Officers who post journals, accruals and prepayments to the general ledger
- Accountants who prepare bank, supplier and customer reconciliations
- Staff who process payables, receivables and payroll inputs
- Officers who prepare month-end schedules and trial balance packs
- Accountants who document procedures and respond to audit queries

Finance departments gain most when officers from payables, receivables, treasury and the general ledger attend together, because each control passes through several desks.

Accounting and Financial Control Capabilities

Participants trace a transaction from source document to statement line and show where it fails and who stops it.

- Map the accounting cycle from source document to trial balance — the controller signing off the ledger
- Design preventive and detective controls for each balance sheet account — the external auditor testing them
- Apply segregation of duties across purchasing, payment and recording — the head of finance assigning roles
- Prepare and review reconciliations with ageing of reconciling items — the month-end sign-off
- Calculate and explain budget-to-actual variances — the budget holder asking why spend moved
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Build a control self-assessment with evidence and owners — the audit committee reviewing assurance

Key Accounting and Financial Control Terms

- Accounting cycle — The sequence from capturing a transaction through journals, ledger posting, adjustments and closing to the published statements.
- Internal control — A process built into daily work giving reasonable assurance that records are reliable and assets protected.
- Segregation of duties — Splitting authorisation, custody and recording of a transaction between different people.
- Account reconciliation — Comparing a ledger balance with independent evidence, such as a bank statement, and explaining every difference.
- Suspense account — A temporary ledger account holding entries whose correct classification is not yet known.
- Control self-assessment — A periodic exercise in which control owners rate whether their controls are designed well and operating, with evidence.

Accounting and Financial Control Day by Day

Day 1: The Accounting Cycle and Its Control Points

- Source Documents and Authorisation Limits — Which Transactions Need Approval Before Posting
- Chart of Accounts Structure — How Coding Choices Affect Reporting Accuracy
- Double Entry and Journal Posting Rules — Who May Raise and Approve Journals
- Accruals, Prepayments and Cut-Off Testing — Recognising Expenses in the Right Period
- Trial Balance Preparation — Spotting Unusual Balances Before Close

Day 2: Designing Internal Controls

- The Five Components of Internal Control — Judging Where the Control Environment Is Weak
- Risk and Control Matrix Design — Linking Each Account to Its Misstatement Risk
- Preventive Versus Detective Controls — Choosing the Right Control for Each Risk
- Segregation of Duties Conflict Mapping — Reassigning Incompatible Roles in Small Teams
- System Access Rights and Approval Workflows — Restricting Who Can Change Supplier Master Data

Day 3: Reconciliations and Month-End Close

- Bank Reconciliation Method — Clearing Unpresented Items and Unexplained Receipts
- Supplier and Customer Statement Reconciliations — Resolving Disputes Before Year End
- Intercompany and Suspense Account Clearance — Eliminating Balances Nobody Owns
- Close Calendar and Checklist Design — Sequencing Tasks Across the Finance Department
- Reconciliation Review and Sign-Off Evidence — Showing Auditors the Review Took Place

Day 4: Financial Control in Operation

- Budget-to-Actual Variance Review — Separating Timing Differences From Real Overspend
- Fixed Asset Register and Physical Verification — Confirming Recorded Assets Still Exist
- Inventory Counts and Valuation Controls — Protecting Stock in Retail and Manufacturing
- Payment Run Controls and Duplicate Detection — Stopping Erroneous or Fraudulent Payments
- Fraud Red Flags in Payables and Payroll — Escalating Suspicious Patterns Early

Day 5: Practising the Financial Control Matrix

- Case Study on a Healthcare Provider Close — Applying Reconciliation and Cut-Off Methods
- Segregation of Duties Redesign for a Logistics Firm — Applying Conflict Mapping
- Control Self-Assessment Questionnaire Design — Rating Design and Operating Effectiveness
- Control Deficiency Reporting — Ranking Gaps for the Head of Finance
- Completing the Financial Control Matrix — Assigning Owners, Frequency and Evidence

Applying Accounting and Financial Control After the Course

- Run a segregation of duties conflict review on the payables and supplier master data roles.
- Rebuild the month-end reconciliation checklist so each balance sheet account has a named preparer, reviewer and evidence of sign-off.

Accounting and Financial Control Questions FAQ

What is accounting and financial control, and why does it matter now?

Accounting and financial control is the set of records, reconciliations and checks that keep ledgers accurate and assets protected. It matters now because auditors and lenders expect evidence that controls run every month.

Which roles gain most from accounting and financial control training?

Finance officers and accountants who post journals, reconcile accounts and process payments gain most. Controllers who sign off the trial balance also benefit.

How does accounting and financial control differ from a financial reporting course?

Accounting and financial control focuses on the daily records and checks behind the numbers. A financial reporting course focuses on presenting statements and disclosures.

What do you bring back from accounting and financial control training?

You bring back a control matrix for your own accounts, a reconciliation checklist and a self-assessment to run before the next audit.

Accounting and Financial Control: The Way Forward

The financial control matrix first informs which reconciliations and approvals need a named owner before the next month-end. Finance officers, the controller and internal auditors share it for testing. After its first quarter in use, revisit whether each control still matches how transactions really flow, especially where systems or staffing have changed.