



AMANA

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**FINANCIAL DISBURSEMENT,
RETIREMENT AND DOCUMENTATION**

PREMISE

Finance and Accounts Managers as Treasurers of their various organisations have a primary responsibility of providing much needed guided support towards unhindered speedy accomplishment of the goals and objectives of their organisations. They accomplish this by efficient and skillful management of available resources, strict application of resources to preselected/agreed activities, retirement of disbursed resources and effective records keeping and documentation of all transactions. Their strict adherence to the financial disbursement, retirement and documentation processes and guidelines/practices and their ability to proficiently maintain them are core to achieving sustained success.

This training programme is accordingly designed to enhance the effectiveness & competence of finance managers and associated team members in the effective disbursement, retirement and documentation processes and guidelines. The participants will be exposed to the application of emerging best practices in applied accounting and financial management principles as well as the disbursement, retirement and documentation procedures required for effective financial decision-making which would ultimately contribute to the overall success of their organizations.

COURSE OBJECTIVES

Upon completion of this training, participants will be able to:

1. Appreciate and understand the basics of today's best practices in financial disbursement retirement and documentation processes and Procedures
2. Handle and manage common and peculiar issues that hinder smooth fund disbursement, retirement and documentation
3. Draw up and implement financial plans as well as prepare and package financial documents
4. Carry out effective audit of organization and project finances;
5. Understand the various ways in which information from financial reports and documentation influence decision making of stakeholders.
6. Ensure strict adherence to policies and guidelines in funds disbursement and retirement

7. Identify the various stages and techniques involved in the preparation and documentation of financial activities
8. Analyze various financial concepts, principles and conventions as they relate to their projects
9. Analyze important financial documents; and
10. Build and institute a culture of transparency and accountability in all financial transactions and dealings in their organization or project

COURSE CONTENT

1. Overview of Project Financial Disbursement, Retirement & Documentation Processes and Procedures: Challenges, Framework and Scope
2. Policies and Guidelines on finance and Disbursement, Retirement & Documentation Management.
3. Preparing and implementing disbursement plans, retirement and documentation procedures
4. Financial Performance and Compliance audit
5. Interpretation and analysis of financial reports and documents
6. Disbursement operations and reconciliation: Challenges and case studies
7. Disbursement retirements and documentation: Challenges and case studies
8. Financial Management and Accountability in Project Implementation Management
9. Contemporary Experience Sharing in Project Finance Disbursement, Retirement & documentation Processes and Procedures

TARGET AUDIENCE

Finance Managers, Accountants, Project Managers, Internal and External Auditors.

VENUE	DATE	COURSE FEE
DUBAI	23rd - 27th September, 2019	US\$3,000
S/AFRICA	4th - 8th November, 2019	US\$2,500