

Think Ahead

ACCA

22–24 October 2015
The Belfry,
Birmingham

Autumn Update for Accountants

Welcome

ACCA UK's Autumn Update for Accountants provides a relaxed environment in which to update your skills, benefiting from the experience of your peers as well as from that of our expert speakers. Delegates can attend 11 out of 29 sessions – mix and match between business and finance, taxation and law and professional development to gain maximum benefit from the conference while fulfilling your annual CPD requirements.

KEY FEATURES

convenient

A great way to gain 21 verifiable* CPD units in one event, minimising the time spent out of the office.

informative

Reference material from all 29 sessions to take away and refer to after the Update is over. Soft copies are now sent out after the event.

INFORMATION

venue details

The Update will take place at The Belfry in Birmingham. Accommodation is of a four-star deluxe standard. The hotel is easily accessible by road and rail and has ample complimentary on-site parking.

cancellations

Cancellations made before 1 October 2015 will be refunded less an administration fee of £50. Cancellations made after 1 October 2015 will not be refundable. An organisation may, however, substitute an alternative delegate to the one originally named, at any time prior to the start of the Update. Please note that all cancellations and substitutions must be notified in writing.

ACCA reserves the right to cancel or reschedule events without prior notice and to alter published programmes, accommodation and lecturers.

BOOKING

fee

£1,555 including accommodation, meals, light refreshments, lectures and handout materials for all sessions.

early booking discount

Take advantage of our early booking discount and save £85 – pay £1,470 when you book before 1 October 2015.

how to book

Book online at <https://events.accaglobal.com> or alternatively, please complete and return the booking form. Photocopies of this form are acceptable.

*provided the content is relevant to your professional development.

Lecturers

A

business and finance

STEPHEN GILES MA (Oxon) ACA
Partner, Highview Consultants

CHARLES GUBBINS BSc CA
Head of faculty, Kaplan Leadership and Professional Development

BOB HAWKEN ACA
Managing director, FinancePD Ltd

JOHN MCKENZIE MBA (Cranfield)
Independent consultant

MARTIN ROBINSON BA Econ FCIS CFIIA Qica AFA
Independent Risk and Audit Consultant

DAVID SMITH BSc FCA
Lecturer and consultant

B

taxation and law

RUSSELL COCKBURN BSc (Hons) FFTA
Taxation consultant, lecturer and author
(Former Inspector of Taxes)

LOUISE DUNFORD LLm LLB
Barrister, director LD Consultancy Ltd and consultant for CompleteHR Ltd

MALCOLM GREENBAUM ACA CTA
Lecturer and consultant
Director, Greenbaum Training and Consultancy Ltd

TIM PALMER CTA ATT
Senior partner, Palmer Consultancy Partnership

C

professional development

DUNCAN BRODIE FCMA
Certified coach and team coach facilitator
Managing director of Goals and Achievements Ltd

CLARE HAYNES BA (Hons)
Soft skills and productivity specialist, Wildfire

HELEN KERRIGAN
Director, KTS

ANDI LONNEN BA (Hons) FCCA
Director, Finance Training Academy

MARGARET ZUPPINGER
Director, Margaret Zuppinger Partnership Ltd

Thursday 22 October

11.00 – 12.30

A1

Making Better Business Decisions

David Smith

- framework for promoting effective decision making
- what is a good decision?
- developing a systematic approach to decision making
- why good managers can make bad decisions
- a framework for dealing with the problems of future uncertainty
- framing a decision-based business case in a convincing manner
- an insight into how business decision-making can go wrong and how to avoid major mistakes.

B1

Business Law Update

Louise Dunford

- company law update including coverage of Small Business Enterprise and Employment Act 2015 provisions including register of persons with significant control and new filing requirements
- new cases on de facto directors and directors' duties
- partnership law – new developments
- professional negligence update – what do the most recent cases tell us?
- sales of business and employees – enforcing restrictive covenants.

C1

Adding Value Through Being Assertive

Clare Haynes

- 56% of us misjudge how we come across when it comes to being assertive
- being unassertive may mean missing out a point that offers key value
- how to be assertive without being seen as aggressive
- simple principles to convey authority and build trust
- tactics to avoid conversational flaws and influence others
- saving time by communicating more clearly and succinctly.

13.15 – 14.45

A2

Strategic Business Insights

David Smith

- techniques and tools for industry and competitive analysis
- models and frameworks for understanding strategy
- developing and applying strategic thinking to business problems
- dealing with a changing environment in strategic planning
- application of the learned techniques in practical situations
- how to present to and influence your fellow team members.

B2

Employment Law Update

Louise Dunford

- employment status update and most recent IR35 cases
- changes to family friendly rights, in particular summary of Shared Parental Leave and Pay, and changes to Adoption related rights
- minimum wage cases, in particular holiday pay and overtime, holidays and sick pay and on-call responsibilities
- stress in the workplace – new cases
- summary of recent disability litigation.

C2

How To Be Heard

Clare Haynes

- being heard saves time in avoiding frustration, confusion and repeating yourself
- getting your message across when people aren't listening or they don't 'speak' finance or accounting language
- the often-mistaken secret to being heard
- knowing that what we transmit is received
- why CFOs and business leaders recognise finely tuned communication skills are an essential complement to technical expertise.

15.15 – 16.45

A3**Governance and Business Ethics****Stephen Giles**

- analysis of the two critical dimensions of governance – processes and behaviour
- review of the recent changes to the UK Corporate Governance Code
- tone at the top and the components of ethical leadership
- the twin-track approach to business ethics - controls and culture
- board improvement drivers – how to increase the effectiveness of your Board
- risk governance, accountability and the audit process.

B3**PAYE and Benefits****Russell Cockburn**

- refresher on fundamental principles
- recent developments in the world of taxable benefits
- current Finance Act changes in 2015.
 - electronic P11D?
 - payrolling benefits?
 - abolishing dispensations?
 - future proposals for changes from HMRC
 - recent case law decisions and implications.

C3**Effective Feedback****Helen Kerrigan**

- does your heart sink at the word appraisal?
- done in the right way feedback communication can be a positive process
- feedback should be timely – to avoid surprises
- feedback should be specific – sticking to the facts
- feedback should acknowledge the genuine positives
- objectives should be set thoughtfully
- we will look at practical examples to bring these features to life and consider how to overcome the difficulties.

17.00 – 18.15

A4**The Modern Finance Function – The Keys to Success****Stephen Giles**

- establishing the baseline - the traditional view of the finance function
- understanding modern business expectations and the drivers of change
- the finance 'brand' and how to change it if needed
- analysing the four enablers of success: leadership; technology; risk-aware culture; and people
- the balanced approach to a modern, smart finance function
- examples of good (and not so good) practices.

B4**Current Investment Reliefs for Business****Russell Cockburn**

- the current capital allowances regime in brief
- recent changes in FA 2014-15
- recent case law judgments and decisions
- future changes in AIA and other allowances
- current R&D allowances
- changes to let property allowances
- venture capital reliefs for investors
- unusual reliefs and allowances.

C4**Essential Negotiation Skills****Helen Kerrigan**

- a successful negotiation is one where both parties win
- the way to achieve this is to concede on issues less important to you but very important to the other side and vice versa
- to achieve this preparation and understanding of the other party are essential
- we will look at techniques to improve our approach be it negotiating with a supplier or in an annual pay review
- practical examples to bring the theory to life.

Friday 23 October

09.00 – 10.30

A5

Pivot Tables Explored

Bob Hawken

- creating a basic pivot table
- analysing with slicers and timelines
- using calculated fields
- creating a pivot chart
- answering business problems.

B5

Tax and Reporting Implications on Purchasing and Leasing

Malcolm Greenbaum

- link between accounting treatment and tax treatment
- importance of tax considerations when comparing leasing against purchasing (or hire-purchasing)
- incorporating VAT into the financial analysis
- practical case study comparing cost of purchase to cost of leasing
- presentation and disclosure of leases under new UK GAAP (FRS 102) / IFRS
- presentation and disclosure of leases under FRSSE (2015)
- practical case studies to highlight presentation and disclosures.

C5

Strategic Thinking for Accountants

Andi Lonnen

- inter-active and practical workshop
- what does thinking strategically actually mean?
- how strategic thinking will help you in your role
- step by step guide to improve your strategic thinking skills.

10.45 – 12.15

A6

Converting Data into Useable Excel Spreadsheets

Bob Hawken

- getting data from external sources
- cleaning the data
- text to columns
- text functions
- converting stubborn text to numbers.

B6

VAT and Real Estate Transactions

Malcolm Greenbaum

- supplies that are standard-rated, reduced-rated, zero-rated, exempt and outside the scope of VAT
- capital goods scheme – beware, even if you make no exempt supplies
- property development issues e.g. building houses to sell, but deciding to rent out instead
- maximising input recovery on construction of rental properties
- property used to store goods
- practical scenarios to analyse.

C6

Leadership Skills for Professionals

Duncan Brodie

- learn what leadership is really about
- discover some of the added challenges of leading in finance
- learn why strong financial leadership is even more important than ever
- appreciate the reasons why making the step from accounting expert to leader is tough
- discover what's different about the most successful leaders
- learn why leading is about winning the inner game
- discover the key skills need to effectively lead in finance
- learn how to get ready to lead.

13.00 – 14.30

A7**Finding Fraud in Your Financial Systems****Martin Robinson**

- the fraud and cybercrime landscape in the UK
- recent financial frauds
- financial and accounting red flags
- focussing on reconciliations, suspense accounts and journal vouchers
- fraud prevention tips and hints.

B7**Business Tax Update****Tim Palmer**

- a practical refresher relating to business and corporate taxes
- tax planning ideas and strategies to reduce the tax burden for sole traders, partnerships and companies
- employed/self-employed and IR35 refresher
- corporation tax update and planning
- goodwill tax issues: the latest position
- capital allowances impact
- tax refresher and planning for companies, and tax and NIC efficient extraction of funds from the company.

C7**Being an Effective Presenter****Duncan Brodie**

- be a more confident presenter
- how to create effective presentations
- how to increase the chances of getting the outcome you want
- effective strategies to overcome and manage nerves
- ensure you continue to develop and improve your presentation skills.

14.45 – 16.15

A8**Hot Topics in Financial Management****John McKenzie**

This session sets out to examine a range of major issues such as business risk, sustainability, uncertainty, transparency, external expectations and effective control that are driving changes in the way in which accountants think and what the F&A function has to deliver. Some of the issues covered include:

- evaluation and reporting of business risk
- business sustainability and market / stakeholder expectations
- intangible value and accounting
- appropriateness of measures linked to reward
- changing breed of accountant.

B8**2015 Finance Acts****Tim Palmer**

- a detailed review of the main areas and points contained in the 2015 Finance Acts
- income tax changes and planning
- corporation tax refresher
- CGT, IHT and stamp duty changes
- national insurance update and planning
- planning opportunities available
- case studies.

C8**How to Thrive in the Challenging World of Change****Margaret Zuppinger**

- an overview of the key stages of the change process
- an appreciation of how we all manage change differently
- an understanding of the impact of your personal style on yourself and others
- why agility and resilience matter as we progress through the change process.

A business and finance

B taxation and law

C professional development

16.30 – 17.45

A9

Interpreting Financial Statements

Charles Gubbins

- the benefits and limitations of interpreting published financial information
- the impact of increased audit exemptions available within the UK
- the review process
 - what to look out for and avoiding the pitfalls
 - getting behind the clutter
- getting the most from the process
 - benchmarking
 - KPIs – use the published ones or create your own?
 - drilling down – current techniques in financial analysis.

B9

2015 Finance Acts – continued

Tim Palmer

- the new dividend regime
- taking the family home out of IHT
- capital allowances changes
- taxation changes for non-doms
- new tax regime for landlords
- IR35 changes
- general overview.

C9

Motivating Your Team for Success

Margaret Zuppinger

- know your team: do you have a motivated team or a disparate group?
- understand what's in it for them to become a proactive contributor
- recognise your own motivational style
- choose the appropriate influencing strategy for yourself and your team.

"The conference has been well organised and has been informative and educative"

– Steve Munalula FCCA, Audit Manager,
Home Office

"Nice setting, relaxed and good to meet other ACCA's. Good mix of courses so can choose to mix up the day"

– Simon Burgan FCCA, Director,
Burgan Consulting Limited

"Less time out of work, well organised, good range of topics to choose from. Good presenters and good value for money"

– Ann-Marie Phillips FCCA,
Chief Financial Officer,
Dryad Maritime Intelligence Service Limited

"Very enjoyable, informative and pleasant networking environment"

– Dee Goberdhan FCCA, Controller,
Albany Road Post Office

"Well run, good choice of topics with flexibility to change your mind"

– Joanne Bird FCCA, Director,
Multinational Pricing EMEA, BCD Travel

"Efficient way of keeping up to date and completing CPD requirements"

– James Welham FCCA, Finance Director,
BF1 Systems Limited

Accounting Standards Update

This Update is designed to cover both the existing and future UK GAAP structures plus an IFRS update. For those involved or interested in the way that UK GAAP is changing this year, we will spend time highlighting the benefits and the risks inherent in the change. We will emphasise what should already have been done, must be done soon and who to interact with in order to communicate the impact of the changes. The IFRS session will have a dual benefit, insofar that it is relevant for all attending, given that EU-endorsed IFRS is the non-mandatory fall-back position for FRS 102.

09.00 – 10.30

A10

Accounting Standards Update Charles Gubbins

The issues discussed in this session will be those facing SMEs and other entities unlikely to opt for IFRS in the new tier 1. This session will comprise two elements – the accounting and disclosure issues for the first set of new GAAP-compliant financial statements and the impact of changes to Company Law on reporting (effective 1 January 2016 but which can be implemented early i.e. this year).

11.00 – 12.45

A11

Accounting Standards Update – continued Charles Gubbins

This session will again comprise two elements. The first will further develop the UK GAAP session by considering the impact of any decision to adopt EU-endorsed IFRS (tier 1) and the implications of adopting FRS 101 (another element of tier 2 – the reduced disclosure framework) to groups using full EU-endorsed IFRS. The second element will cover all new/ revised Standards and other guidance implemented in the last two years and the issues that would need to be considered in the event of a decision to 'early-adopt' future Standards.

Notes

Booking form

AUTUMN UPDATE FOR ACCOUNTANTS 2015

Online booking: To book online visit <https://events.accaglobal.com>
Alternatively, complete all sections in the booking form in CAPITALS.

- ☐ Please book one place on the **Autumn Update for Accountants** to be held on 22–24 October 2015

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