

Think Ahead

ACCA

# CPD Events

Corporate and  
Financial Services

Autumn 2015

# Introduction

## This brochure details courses offered through ACCA UK Professional Courses in the corporate and financial services sectors for Autumn 2015.

We know that your time is valuable, so our courses have been designed to fit into whatever learning time is best for you. You can opt for an in-depth course on a subject that really interests you, or choose a short, focused seminar that will give you the essential information to allow you to do your job more effectively.

### QUALITY TRAINING

Whichever course you choose, we're confident that it will be of the highest quality, as well as being fully accessible and representing excellent value.

Our lecturers have been chosen for their expert knowledge and wealth of experience in their fields. We are proud that many lecturers have been working with us for several years, reflecting the positive feedback from previous delegates.

### WEBSITE

You can view all of our courses and events, or download a copy of this CPD Events listing, on the events section of our website. Please visit [www.accaglobal.com/uk/professionalcourses](http://www.accaglobal.com/uk/professionalcourses) for more information.

### CPD UNITS

The number of CPD units you can gain is stated in each course description. All courses count as verifiable CPD provided the content is relevant to your development needs.

### WHAT TO WEAR

There is no dress code, however, most delegates choose to wear smart casual clothing.

### CERTIFICATES

Certificates will be issued for attendance at all courses. These are for your own CPD records.

### ACCOMMODATION

Courses and seminars are usually non-residential (unless otherwise stated). Delegates requiring accommodation should, therefore, make their own arrangements.

### SPECIAL REQUESTS

When booking online, delegates should complete the section on special requirements at the time of booking, eg dietary, wheelchair access, etc. When booking by any other method delegates are asked to notify Professional Courses at ACCA of any special requirements, in writing, at least ten full working days before the start of the course. We will endeavour to accommodate your requests; however, please note this may not always be possible.

### IN COMPANY TRAINING

We can tailor a course specifically for your organisation. Contact our team to find out more.

## Multiple Booking Discount Scheme\*

Multiple booking discounts apply to one-day courses run by ACCA.

- save more than 10% of the course price when you book two or more ACCA one-day courses
- book two ACCA one-day courses and pay just £439 per course – saving £60 per course
- book three or more ACCA one-day courses and pay just £409 per course – saving £90 per course.

In addition, discounts are available for unemployed members and for members working for registered charities (proof will be required in both cases). This is subject to availability.

The following are not eligible for discounts:

- half-day courses
- two-day courses
- partner courses.\*

Please contact the Professional Courses team on 020 7059 5910 for further information.

\* the discounts do not apply to courses organised by the ACT, CIMA Mastercourses, FinancePD, ICSA Training and MBL Seminars – see individual courses for discount details on these courses where applicable

# Accounting and Financial Reporting

## A PRACTICAL APPROACH TO DEALING WITH THE NEW UK GAAP – THE KEY ISSUES

This seminar provides an incisive identification and discussion of all the key concerns articulated by accounts preparers up until now and offers practical solutions to them.

• **SPEAKERS:** Charles Gubbins BSc CA  
Guy Loveday BSc (Econ) FCA

This seminar forms part of our Corporate Accountants' Updating Programme. Please see page 18 for further details.



### DATES AND LOCATIONS

20 October, Cardiff  
10 November, Manchester  
24 November, London  
3 December, Edinburgh

### TIME

09.30 – 13.00

### FEE

£199

### UNITS

4

## ACCENTUATING THE POSITIVES IN YOUR FINANCIAL STATEMENTS

This course addresses the challenges in presenting reliable and transparent information that truly (and fairly) reflects the key strengths of an entity's position, performance and adaptability.

• **SPEAKER:** Charles Gubbins BSc CA



### LOCATION

London

### DATE

9 December

### TIME

09.30 – 17.00

### FEE

£499

### UNITS

8

## A PRACTICAL APPROACH TO DEALING WITH THE NEW UK GAAP – DEALING WITH TRANSITION

This seminar is designed to help you navigate the journey to the new UK GAAP helping to make it as painless as possible.

• **SPEAKERS:** Charles Gubbins BSc CA  
Guy Loveday BSc (Econ) FCA

This seminar forms part of our Corporate Accountants' Updating Programme. Please see page 18 for further details.



### DATES AND LOCATIONS

20 October, Cardiff  
10 November, Manchester  
24 November, London  
3 December, Edinburgh

### TIME

14.00 – 17.30

### FEE

£199

### UNITS

4

## ACCOUNTING IN THE U.S.

This course examines the main content of US GAAP and the practical problems of applying it, using annual reports of US corporations as illustrations. Comparisons with UK GAAP and IFRS will also be discussed.

• **SPEAKER:** Christopher Nobes FCCA BA PhD



### LOCATION

London

### DATE

17 November

### TIME

09.30 – 17.00

### FEE

£499

### UNITS

8

### HOW TO BOOK:

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

### DRILLING DOWN INTO FINANCIAL STATEMENTS – ADVANCED ANALYSIS SKILLS

This course considers the more complex aspects of financial reporting, helping delegates to identify and calculate appropriate measures for benchmarking and further analysis.

• **SPEAKER:** Charles Gubbins BSc CA



**LOCATION**

London

**DATE**

4 November

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### IFRS ADOPTION – HOW PREPARED ARE YOU? (PART ONE)

This course provides a solid foundation for a number of the most common, important issues and adjustments when adopting IFRS. More complex issues are covered in Part Two.

• **SPEAKER:** Malcolm Greenbaum ACA CTA



**LOCATION**

London

**DATE**

14 December

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### GROUP ACCOUNTING UNDER IFRS

This course covers IFRS accounting for business combinations, on-going consolidations and sale/partial sale. It includes practical case studies using a spreadsheet including group cash flow statements and foreign currency issues.

• **SPEAKER:** Malcolm Greenbaum ACA CTA



**LOCATION**

London

**DATE**

9 November

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### IFRS ADOPTION – HOW PREPARED ARE YOU? (PART TWO)

This course focuses on the more complex IFRS areas of deferred taxation, business combinations and financial instruments and how they differ from UK GAAP. Conversion project management is also discussed.

• **SPEAKER:** Malcolm Greenbaum ACA CTA



**LOCATION**

London

**DATE**

15 December

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### INTERPRETING ACCOUNTS AND REPORTING RELEVANT INFORMATION

This interactive course will help you identify and interpret meaningful accounting information and key value drivers critical to decision making. It focuses on the value and use of accounts, highlighting the importance of good quality notes and transparent information. It also demonstrates how to produce relevant reports for internal and external audiences.

• **SPEAKER:** Raj Gandhi FCCA



**LOCATION**

London

**DATE**

6 October

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### UK FINANCIAL REPORTING UPDATE – CHANGES, ISSUES AND PROBLEMS

The new triumvirate of UK accounting standards – FRSs 100, 101 and 102 are in issue and can be applied now. Every company will have to comply from accounting periods commencing on or after 1st January 2015. Every company will be affected. Are you up to speed on the most significant changes in UK GAAP ever?

• **SPEAKER:** Guy Loveday BSc (Econ) FCA



**LOCATION**

London

**DATE**

1 October

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

### TRANSITIONING FROM EXISTING GAAP TO FRS 102 – A PRACTICAL CASE STUDY

At last – practical help! By seeing financial statements for the same period presented first under UK GAAP and then under the FRS 102, delegates will appreciate the need to identify, capture and explain each material accounting difference and presentational difference between the two regimes.

• **SPEAKER:** Guy Loveday BSc (Econ) FCA



**LOCATION**

London

**DATE**

10 December

**TIME**

09.30 – 17.00

**FEE**

£499

**UNITS**

8

**HOW TO BOOK:**

 020 7059 5910

 [professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

 <https://events.accaglobal.com>

# Business Reporting and Evaluation Tools

## ADVANCED EXCEL I

This course concentrates on making you more proficient with complicated formulae and analysing data while consolidating your knowledge from the Intermediate course.

• **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



### LOCATION

London

### DATES

15 September  
17 November

### TIME

09.30 – 17.00

### FEE

£299 + VAT

### UNITS

8

## AUTOMATING YOUR REPORTING WITH EXCEL VBA MACROS (AN INTRODUCTION)

You could make Excel work harder, particularly repetitive reporting tasks. This course introduces Visual Basic for Applications (VBA) – the language used to write macros. Through the use of hands-on examples the course will illustrate the process of creating bespoke reports from large quantities of data (no previous programming experience required).

• **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



### LOCATION

London

### DATES

17–18 September  
13–14 October  
18–19 November  
17–18 December

### TIME

09.30 – 17.00

### FEE

£998 + VAT

### UNITS

16

## ADVANCED EXCEL II

This course concentrates on further analysis techniques, auditing of spreadsheets and the presentation of results while consolidating your knowledge from the earlier courses in this series.

• **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



### LOCATION

London

### DATES

16 September  
14 December

### TIME

09.30 – 17.00

### FEE

£299 + VAT

### UNITS

8

## FINANCIAL MODELLING

This two day course will train delegates in the skills of robust model building. Delegates will progressively build an integrated balance sheet, profit and loss, and cash flow forecasting model, suitable for project finance analysis, company valuation, debt structuring and capital structure optimisation. The training will develop Excel skills to allow delegates to develop rigorous financial models and be in a position to get the most out of the peer/third party models.

• **SPEAKER:** Mark Woolhouse BA Hons (Oxon)



### LOCATION

London

### DATES

13–14 October  
10–11 December\*

### TIME

09.30 – 17.00

### FEE

£998

### UNITS

16

\* The December course is run by Capital City Training Ltd and is subject to VAT.

### INTERMEDIATE EXCEL

You've used Excel already, but want to become more skilful. This course takes you to the next level of understanding and proficiency and ensures you are ready for the Advanced courses.

- **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### LOCATION

London

#### DATES

14 September  
16 November

#### TIME

09.30 – 17.00

#### FEE

£299 + VAT

#### UNITS

8

### THE FINANCE FUNCTION GUIDE TO CREATING ENGAGING POWERPOINT PRESENTATIONS

A key skill that an accountant should have is to present information in a coherent and engaging way to others. PowerPoint is the tool that most will use but many use it in a less than ideal way. This course helps you to see clearly how to present with PowerPoint as well as integrating Excel-driven and other graphics.

- **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### LOCATION

London

#### DATES

15 October  
15 December

#### TIME

09.30 – 17.00

#### FEE

£499 + VAT

#### UNITS

8

### SPREADSHEET SKILLS FOR THE FINANCE FUNCTION

The demands on your time continually increase. Adding requests for higher quality information presented meaningfully creates significant pressure on you and your creative energy. This hands-on course will help you to produce numerical reports and analyses in an efficient yet highly effective way.

- **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### DATES AND LOCATIONS

21 September, London  
12 October, London  
22 October, Leeds  
20 November, London  
16 December, London

#### TIME

09.30 – 17.00

#### FEE

£499 + VAT

#### UNITS

8

### THE FINANCE FUNCTION GUIDE TO CREATING IMPRESSIVE AND MEANINGFUL CHARTS IN EXCEL

Excel is an extremely powerful charting tool and this function has been improved significantly in recent versions. Most accountants are able to produce simple charts so this course extends your ability to produce charts which really tell the story they need to. Some understanding of Excel will be assumed.

- **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### LOCATION

London

#### DATES

22 September  
22 December

#### TIME

09.30 – 17.00

#### FEE

£499 + VAT

#### UNITS

8

#### HOW TO BOOK:

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

\* FinancePD courses will be taught using either version 2007, 2010 or 2013. Any relevant differences between versions will be explained during the course.

# Law

## AN INTRODUCTION TO AUTO ENROLMENT

This course will provide an outline of the employer duties in respect of auto-enrolment into a workplace pension and the ten steps that will lead to a successful implementation. It is intended for professional advisors, finance, payroll and HR professionals.

• **SPEAKER:** Kate Upcraft

This course is run by MBL Seminars.



### DATES AND LOCATIONS

16 September, London  
25 September, Leeds  
6 November, Birmingham  
19 November, Southampton

### TIME

14.00 – 17.15

### FEE

£240 + VAT\*

### UNITS

3

## CROSS BORDER COMMERCIAL CONTRACTS – THE ESSENTIALS

This course aims to highlight and tackle the key legal issues that can emerge in a commercial relationship with a cross-border element where the deal involves two or more businesses based or operating in different countries or in circumstances where the deal involves a foreign component such as overseas production.

• **SPEAKER:** Michala Meiselles LLB Hons LLM

This course is run by MBL Seminars.



### LOCATION

London

### DATE

13 October

### TIME

09.30 – 17.15

### FEE

£480 + VAT\*

### UNITS

6

## COMPANY LAW UPDATE – THE LATEST DEVELOPMENTS

This course will review the recent developments of significance in company law including several key cases concerning directors and ways in which the 'corporate veil' might be circumvented.

• **SPEAKER:** Mike Griffiths

This course is run by MBL Seminars.



### DATES AND LOCATIONS

17 September, Birmingham  
22 September, London  
3 November, Leeds  
4 November, Manchester  
25 November, Cardiff  
26 November, Southampton

### TIME

14.00 – 17.15

### FEE

£240 + VAT\*

### UNITS

3

## ESSENTIAL EMPLOYMENT LAW

This highly practical course is designed to introduce delegates to the essentials of employment law focussing on common situations which arise. It introduces familiar concepts and documentation in regular use, problems which might arise in practice and how to solve them.

• **SPEAKER:** Sue Jennings

This course is run by MBL Seminars.



### DATES AND LOCATIONS

23 September, Manchester  
21 October, London

### TIME

09.30 – 17.15

### FEE

£480 + VAT\*

### UNITS

6



**PLANNING FOR AUTO-ENROLMENT AND  
FUTURE PENSION REFORMS – 10 STEPS  
TO STAGING AND MORE**

This full day course is an in-depth review looking at the impact for agents, employers and employees. It will explore auto-enrolment in the context of the wider state pension reforms and allows delegates the opportunity to consider its application in their own workplace and for clients.

• **SPEAKER:** Kate Upcraft

This course is run by MBL Seminars.



**DATES AND LOCATIONS**

22 September, London  
25 November, Birmingham

**TIME**

09.30 – 17.15

**FEE**

£480 + VAT\*

**UNITS**

6

\* A further 50% saving for MBL members

**HOW TO BOOK:**

 020 7059 5910

 [professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

 <https://events.accaglobal.com>

# Strategy, Governance and Risk Management

## A STRATEGIC APPROACH TO MANAGEMENT ACCOUNTING

This course is based on insights into how best practice organisations have improved finance operations in their strategic focus and thinking to aid finance in becoming a key member of the strategy team at every level of the organisation. It highlights business analysis and reporting to aid strategic planning, value-based strategies, strategic positioning, the value proposition, KPIs and long-run value creation.

• **SPEAKER:** John McKenzie MBA



**LOCATION**  
London  
**DATE**  
6 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

## ESSENTIAL CORPORATE GOVERNANCE

This course provides delegates with an understanding of the key principles and issues in corporate governance and offers practical advice on compliance and best practice. It explores key governance topics, including in-depth coverage of the UK Corporate Governance Code, board composition and effectiveness, reporting and disclosure, risk management and CSR.

• **SPEAKER:** Julia Casson FCIS

This course is run by ICSA Training.



**LOCATION**  
London  
**DATE**  
9 December

**TIME**  
08.45 – 16.45  
**FEES**  
ACCA and ICSA members:  
£450 + VAT  
Non-members: £500 + VAT  
**UNITS**  
8

## EFFECTIVE AUDIT COMMITTEES

This course looks at the expected role of the audit committee, the terms of reference and the interplay between the individuals involved. The committee's contribution towards good governance is a major theme, including the best practice recommendations of the Financial Reporting Council.

• **SPEAKER:** Mark Wearden FCIS

This course is run by ICSA Training.



**LOCATION**  
London  
**DATE**  
10 December  
**TIME**  
09.00 – 16.30

**FEES**  
ACCA and ICSA members:  
£450 + VAT  
Non-members: £500 + VAT  
**UNITS**  
8

## MAKING BETTER BUSINESS DECISIONS

Many decisions we take contain unintended but unconscious bias and in hindsight, can often appear wrong. Using careful analysis and a more systematic approach, we can radically improve our decision-making.

• **SPEAKER:** David Smith BSc FCA



**LOCATION**  
London  
**DATE**  
26 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**PERFORMANCE IMPROVEMENT STRATEGIES**

Constant competitive and shareholder pressure demands response. Whether continuously or by transformation, managers must innovate. Through knowledge of business and financial analysis we can develop new strategies for real performance improvement.

• **SPEAKER:** David Smith BSc FCA



**LOCATION**  
London  
**DATE**  
8 December

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**RISK, CONTROL AND GOVERNANCE**

This course looks at risk as an aspect of governance, and explores key messages from the UK Corporate Governance Code and associated guidance.

• **SPEAKER:** Gill Bolton

This course is run by ICSA Training.



**LOCATION**  
London  
**DATE**  
14 October  
**TIME**  
13.30 – 17.00

**FEES**  
ACCA and ICSA members:  
£270 + VAT  
Non-members: £300 + VAT  
**UNITS**  
3.5

**PRACTICAL RISK MANAGEMENT**

This course offers a thorough introduction to the compliance obligations around, and the processes adopted in, identifying and managing organisational risk. It looks in detail at the regulatory frameworks within which risk is managed, and the tools for undertaking that work. The course covers the whole of the risk management cycle.

• **SPEAKER:** Gill Bolton

This course is run by ICSA Training.



**LOCATION**  
London  
**DATE**  
14 October  
**TIME**  
09.00 – 12.30

**FEES**  
ACCA and ICSA members:  
£270 + VAT  
Non-members: £300 + VAT  
**UNITS**  
3.5

**THE BIGGEST MISTAKES ACCOUNTANTS MAKE – AND HOW TO AVOID THEM**

A look at how to avoid the common errors made in six key areas: leadership, strategy, management information, budgets/forecasts, systems/processes and major omissions.

• **SPEAKER:** Stephen Berry FCMA CGMA MBA BSc (Hons) ACIB DipFS

This course is run by CIMA Mastercourses.



**LOCATION**  
London  
**DATE**  
16 December  
**TIME**  
09.30 – 17.00

**FEES**  
ACCA and CIMA members:  
£539 + VAT  
Non-members: £599 + VAT  
**UNITS**  
6

HOW TO BOOK:

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

**THE ROLE OF THE COMPANY SECRETARY  
PART ONE**

This course offers an introduction to the core duties of the company secretary. It explains the events that give rise to a need for company secretarial action, and provides the basic tools to ensure compliance.

• **SPEAKER:** Andrew Hamer FCIS

This course is run by ICSA Training.



**LOCATION**

London

**DATES**

23 September  
25 November

**TIME**

09.00 – 17.00

**FEES**

ACCA and ICSA members:  
£450 + VAT  
Non-members: £500 + VAT

**UNITS**

8

**THE ROLE OF THE COMPANY SECRETARY  
PART TWO**

This course looks in detail at some of the more advanced company secretarial issues associated with shares and share capital, group structures, company accounts and auditors; and procedures for closing down unwanted companies, including striking off.

• **SPEAKER:** Andrew Hamer FCIS

This course is run by ICSA Training.



**LOCATION**

London

**DATES**

24 September  
26 November

**TIME**

09.00 – 17.00

**FEES**

ACCA and ICSA members:  
£450 + VAT  
Non-members: £500 + VAT

**UNITS**

8

# Taxation

## BUSINESS AND CORPORATE TAXES UPDATE

A topical and practical seminar aimed at providing you with the essential update on the important recent developments in the world of corporate and business taxes in the UK over the last twelve months.

• **SPEAKERS:** Russell Cockburn BSc (Hons) FFTA  
Tim Palmer CTA ATT

This seminar forms part of the Corporate Accountants' Updating Programme. Please see page 18 for further details.



### DATES AND LOCATIONS

21 October, Cardiff  
11 November, Manchester  
25 November, London  
2 December, Edinburgh

**TIME**  
14.00 – 17.30  
**FEE**  
£199  
**UNITS**  
4

## CORPORATION TAX UPDATE

A detailed review, assisted by practical case studies, of recent corporation tax changes and their impact, together with planning opportunities.

• **SPEAKER:** Tim Palmer CTA ATT



### LOCATION

London

**DATE**  
15 December

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

## BUSINESS TAXES

This course will give delegates a practical understanding of the key tax issues that affect businesses in 2015.

• **SPEAKER:** Dean Wootten FCA CTA



### LOCATION

London

**DATE**  
3 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

## EMPLOYED VS SELF-EMPLOYED

A course designed to examine the distinction between these two fundamental states of engagement where misinterpretation of the law can lead to dire consequences for all parties concerned.

• **SPEAKERS:** Paul Soper FCCA



### LOCATION

London

**DATE**  
30 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

### HOW TO BOOK:

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

**EMPLOYMENT AND PERSONAL TAXES UPDATE**

This seminar provides delegates with the essential update on the important recent developments in the world of employment and personal taxes in the UK over the last twelve months.

- **SPEAKERS:** Russell Cockburn BSc (Hons) FFTA  
Tim Palmer CTA ATT

This seminar forms part of the Corporate Accountants' Updating Programme. Please see page 18 for further details.



**DATES AND LOCATIONS**

21 October, Cardiff  
11 November, Manchester  
25 November, London  
2 December, Edinburgh

**TIME**  
09.30 – 13.00  
**FEE**  
£199  
**UNITS**  
4

**EVERYTHING YOU EVER WANTED TO KNOW ABOUT VAT – ADVANCED**

This course covers everything you ever wanted to know about VAT at the more complex end of the spectrum. As the tax is constantly evolving, the course will include updates and any impending changes expected in supply and consideration; international services and partial exemption.

- **SPEAKER:** Gwen Ryder



**LOCATION**

London  
15 October

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**EVERYTHING YOU EVER WANTED TO KNOW ABOUT VAT – INTRODUCTION**

This course covers all the fundamental areas of VAT, explained in a logical and systematic way, making sure you are left with a strong knowledge foundation.

- **SPEAKER:** Gwen Ryder



**LOCATION**

London  
14 October

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**INNOVATING YOUR WAY TO TAX SAVINGS**

This course focuses in detail on maximising the tax a company can save through innovation. In particular, relief for R&D and the Patent Box will both be covered with practical examples to assist understanding.

- **SPEAKER:** Malcolm Greenbaum ACA CTA



**LOCATION**

London  
22 October

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**TAX RISK FOR BUSINESSES**

An in-depth look at the main areas of compliance risk for businesses in the UK identifying the major areas to which HMRC is likely to pay attention on any compliance check and including suggestions for internal risk assessment and preventive measures for tax managers in business to implement.

- **SPEAKER:** Russell Cockburn BSc (Hons) FFTA



**LOCATION**  
London  
**DATE**  
5 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

**VAT AND THE GLOBAL MARKETPLACE**

This course covers the VAT implications of buying and selling goods and services across borders and addresses common errors in VAT accounting in this area. Reporting requirements are also addressed.

- **SPEAKER:** Malcolm Greenbaum ACA CTA



**LOCATION**  
London  
**DATE**  
13 October

**TIME**  
09.30 – 13.00  
**FEE**  
£270  
**UNITS**  
4

**TRANSFER PRICING – FUNDAMENTALS**

Basic transfer pricing issues and how to deal with them, including how to perform the required analyses, identify and manage transfer pricing risk, and manage the audit and defence process.

- **SPEAKER:** Martin Zetter

This course is run by CIMA Mastercourses.



**LOCATION**  
London  
**DATE**  
12 November

**TIME**  
09.30 – 17.00  
**FEE**  
ACCA and CIMA members:  
£539 + VAT  
Non-members: £599 + VAT  
**UNITS**  
6

**VAT ON LAND AND PROPERTY**

This course will give delegates a practical understanding of all the VAT issues that arise in connection with commercial and residential property transactions.

- **SPEAKER:** Dean Wootten FCA CTA



**LOCATION**  
London  
**DATE**  
19 November

**TIME**  
09.30 – 13.00  
**FEE**  
£270  
**UNITS**  
4

**HOW TO BOOK:**

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

# Treasury and Finance

## A-Z OF CORPORATE TREASURY

This highly interactive five-day course provides a comprehensive overview of the treasury function for new entrants, bankers and those working alongside the treasury function.

Providing the perfect forum to learn about the corporate treasury function in modern international markets, this course is ideal for anyone who wants an in-depth introduction to treasury operations.

• **SPEAKERS:** Michèle Allman-Ward CertICM  
Greg Mayes AMCT

This course is run by ACT.



**LOCATION**  
London  
**DATES**  
16–20 November  
**TIME**  
08.45 – 17.30

**FEE**  
ACCA and ACT members:  
£3125 + VAT  
Non-members:  
£3625 + VAT  
**UNITS**  
40

## FOREIGN EXCHANGE AND CURRENCY RISK MANAGEMENT

Most companies encounter FX risk, often without understanding the implications. This course clearly explains the various risks and hedging techniques, essential to protecting the business from losses arising from FX mismanagement.

• **SPEAKER:** Derek Taylor ACIB ACI MSTA



**LOCATION**  
London  
**DATE**  
8 October

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

## ADVANCED BUDGETING, PLANNING AND FORECASTING

This course examines traditional budgetary, forecasting and planning processes, their shortcomings, how they may be improved and then considers alternative techniques and processes and the implications of using them. It also examines the needs of operational management and considers how budgeting, planning and forecasting can be made more relevant to gain greater “buy in” and transparency.

• **SPEAKER:** John McKenzie MBA



**LOCATION**  
London  
**DATE**  
12 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

## INTEREST RATE RISK

Interest rate risk is not discretionary. Choices can be made about the nature of the risk, but some interest rate risk is inevitable.

The course demonstrates the modelling of risk exposure, incorporating uncertainty regarding future rates to evaluate interest rate risk. Risk management action is then superimposed in the model to show the resulting risk position.

• **SPEAKER:** Will Spinney FCT

This course is run by ACT.



**LOCATION**  
London  
**DATE**  
13 October  
**TIME**  
09.00 – 17.00

**FEES**  
ACCA and ACT members:  
£650 + VAT  
Non-members: £750 + VAT  
**UNITS**  
8



### PRACTICAL CASH MANAGEMENT

Poor cash management is the biggest killer of businesses in the UK. This course is an essential health check on treasury good practice, covering the basic principles and techniques.

• **SPEAKER:** Derek Taylor ACIB ACI MSTA



**LOCATION**  
London  
**DATE**  
23 November

**TIME**  
09.30 – 17.00  
**FEE**  
£499  
**UNITS**  
8

### TREASURY SECURITY AND CONTROLS

This course will take you through the process of building a secure treasury environment from the creation of a framework of policy and delegated authority through to how treasury should be organised to ensure maximum control of its activities. You will learn about front, middle and back office functions, external and regulatory requirements and controls and security essential to managing the use of technology within treasury, as well as debating the key issues of control failure.

• **SPEAKER:** Brian Welch FCT FCMA FCIS

This course is run by ACT.



**LOCATION**  
London  
**DATES**  
1–2 December  
**TIME**  
09.00 – 17.00

**FEES**  
ACCA and ACT members:  
£1300 + VAT  
Non-members:  
£1500 + VAT  
**UNITS**  
16

### TREASURY IN A DAY

Using non-technical language, this course outlines the activities of a corporate treasury department and develops participants' understanding of how treasury can support business strategy – particularly when facing challenges such as market instability and international competition.

• **SPEAKER:** Brian Welch FCT FCMA FCIS

This course is run by ACT.



**LOCATION**  
London  
**DATE**  
10 September  
**TIME**  
09.00 – 17.00

**FEES**  
ACCA and ACT members:  
£650 + VAT  
Non-members: £750 + VAT  
**UNITS**  
8

#### HOW TO BOOK:

020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

<https://events.accaglobal.com>

# Corporate Accountants' Updating Programme 2015

## FINANCIAL REPORTING

### **A Practical Approach to Dealing with the New UK GAAP – The Key Issues**

20 October (09.30 – 13.00), Cardiff  
10 November (09.30 – 13.00), Manchester  
24 November (09.30 – 13.00), London  
3 December (09.30 – 13.00), Edinburgh

### **A Practical Approach to Dealing with the New UK GAAP – Dealing with Transition**

20 October (14.00 – 17.30), Cardiff  
10 November (14.00 – 17.30), Manchester  
24 November (14.00 – 17.30), London  
3 December (14.00 – 17.30), Edinburgh

**Book all four seminars  
and save over £150**

## TAXATION

### **Employment and Personal Taxes Update**

21 October (09.30 – 13.00), Cardiff  
11 November (09.30 – 13.00), Manchester  
25 November (09.30 – 13.00), London  
2 December (09.30 – 13.00), Edinburgh

### **Business and Corporate Taxes Update**

21 October (14.00 – 17.30), Cardiff  
11 November (14.00 – 17.30), Manchester  
25 November (14.00 – 17.30), London  
2 December (14.00 – 17.30), Edinburgh

### **Fees**

£199 for each individual seminar  
Book all four seminars and pay just  
£160 per seminar

For further details please contact  
[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

# Autumn Update for Accountants

**22–24 October 2015**

Fee: £1,555

Early booking discount: £1,470

– when you book before 1 October 2015

The Update will take place at The Belfry, Birmingham.

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

*“The quality and  
appropriateness of the seminars  
combined with the networking  
opportunities has made this  
conference extremely valuable  
and enjoyable”*

– Kathryn Newey  
Senior Financial Accountant, Friends Life

# Terms and Conditions

ACCA UK's terms and conditions are set out in full below. Please read these Terms and Conditions carefully before purchasing a course and print off a copy for your records. By ordering an ACCA UK course, you are confirming your agreement to be bound by these Terms and Conditions.

## BOOKINGS

### 1. How to Book

- 1.1. You can book:
  - 1.1.1. Online at <https://events.accaglobal.com>;
  - 1.1.2. By email to: [Professionalcourses@accaglobal.com](mailto:Professionalcourses@accaglobal.com); and
  - 1.1.3. By post to: Professional Courses, ACCA UK, 29 Lincoln's Inn Fields, London WC2A 3EE
- 1.2. We do not accept telephone bookings.
- 1.3. Email is not encrypted and therefore not a secure method of communicating payment details with ACCA. If paying by card, we suggest you do so online or via post. Card transactions are processed by Worldpay on behalf of the Certified Accountants Educational Trust (CAET).

### 2. Payment Terms

- 2.1. Payments are accepted by cheque, BACS and the following credit cards; Mastercard, Visa, Amex, Maestro and Visa Debit. Cheques for ACCA UK events should be made payable to CAET.
- 2.2. When booking Professional Courses practitioners' events or when booking online, payment must be made at the time of booking. When booking Members' Network events or Professional Courses corporate, health or public sector events by post, fax or email an invoice may be issued and must be settled within 14 days or in advance of attendance at the event, whichever is sooner.
- 2.3. Payment must be settled in advance of attendance at any of our events; bookings made less than 14 days before an event must be accompanied by a cheque or credit/debit card payment.
- 2.4. ACCA events run through CAET are exempt from VAT\*. All other courses are subject to VAT at 20%.

### 3. Confirmation

- 3.1. Events are reserved from the receipt of the booking request and payment by any of the above methods.
- 3.2. When booking online, a confirmation email will be sent to you within 24 hours.
- 3.3. When booking by email or post, confirmation will be sent to you within 14 days and will include a receipted invoice.

## CANCELLATIONS

### 4. Your Right to Cancel

- 4.1. You have a right to cancel your purchase of the course within a period of 14 calendar days ("Cancellation Period") from the date on which ACCA confirms your booking on the course, subject to Clauses 4.4.
- 4.2. You must inform ACCA of your decision to cancel by using one of the following methods within the Cancellation Period:
  - 4.2.1. By email to: [Professionalcourses@accaglobal.com](mailto:Professionalcourses@accaglobal.com)
  - 4.2.2. By post to: Professional Courses, ACCA UK, 29 Lincoln's Inn Fields, London WC2A 3EE
- 4.3. On cancellation you will be entitled to a full refund of the fees.
- 4.4. Refunds will be made using the same method of payment as you used for the purchase and will be paid within 14 days of you informing ACCA of the cancellation. Your right to cancel and obtain any refund will be lost if you have given ACCA express consent to supply any services during the Cancellation Period and the service has been fully performed. If express consent has been given but the service is only part performed, you will be liable to pay for the services actually received.
- 4.5. Subject to clauses 4.1 to 4.4, no full refunds will be given for cancellations of bookings made less than ten (10) working days before the date of the event and payment in full will still be due.
- 4.6. Cancellations made pursuant to clause 4.5 shall be made in writing to ACCA and irrespective of the method of booking the cancellation shall incur a 10% event fee charge.
- 4.7. The 10% event fee charge applies to each event cancelled.
- 4.8. Where you have purchased courses at the multiple booking rate and attendance at one is subsequently cancelled, the remaining events will be charged at the standard rate. For example: where two events have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining event will be charged at the one event rate; where three events have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining two events will be charged at the two events rate.
- 4.9. If ACCA have to cancel the event, our liability shall be limited to a full refund of any event fees paid only. We will not refund any travel or accommodation costs associated with the cancellation of an event.
- 4.10. ACCA reserves the right to cancel or reschedule events without prior notice and to amend or alter published programmes, fees, venues and lecturers.

## Terms and Conditions

### CHANGES TO YOUR BOOKING

#### 5. Substitute Delegates

- 5.1. ACCA will accept substitute delegates without administration charges at any time subject to receipt of substitute delegate details and, where applicable, immediate payment of any additional fees due.
- 5.2. Notification of substitute delegates must be made in writing.

#### 6. Transfers

- 6.1. Bookings for Professional Courses events can be transferred to another event in the current schedule (to December 2015) providing subsequent events are not already fully booked.
- 6.2. 10% of the event fee will be charged on each event transferred.
- 6.3. No transfers will be accepted for requests made less than ten (10) working days before the date of the event.
- 6.4. Notification of transfers must be made in writing at least ten (10) working days before the start of the event, irrespective of the method of booking.

### JOINING INSTRUCTIONS

7. Joining instructions are usually sent at least five (5) working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910. ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

### ATTENDING THE EVENT

#### 8. Programme Changes

- 8.1. It may be necessary for reasons beyond ACCA's control to change the content and timing of the programme, the speakers, the date or the venue at any time prior to the event date.

#### 9. Course Papers/Delegate Pack

- 9.1. In most circumstances, course papers will be issued on the day of the event. This documentation is made available only to those attending the event and should not be reproduced.
- 9.2. Course papers and delegate packs are provided for the sole use of the delegate and may not be reproduced whether in whole or part, shared or distributed by any method whatsoever without prior permission of the copyright owner.

#### 10. Travel

- 10.1. ACCA accepts no liability if a delegate is unable to attend an event due to adverse weather conditions or any travel disruption. Refunds are subject to ACCA's discretion.
- 10.2. ACCA reserves the right to use venues which may incur a car parking charge and will not be liable to pay any charges incurred.

#### 11. Dress Code

- 11.1. There is no dress code; however, most delegates choose to wear smart casual clothing.

#### 12. Certificates

- 12.1. Certificates will be issued for attendance at all events. These are for your own CPD records.

#### 13. Accommodation

- 13.1. Events are usually non-residential, unless otherwise stated.
- 13.2. Delegates requiring accommodation should, therefore, make their own arrangements.

#### 14. Special Requirements and Dietary Needs

- 14.1. When booking online, delegates should complete the section on special requirements at the time of booking e.g. dietary, wheelchair access, etc.
- 14.2. When booking by any other method delegates are asked to notify Professional Courses at ACCA of any special requirements, in writing, at the time of booking a course or at least ten (10) working days before the start of the event. We will endeavour to accommodate your requests; however, please note this may not always be possible.

### AFTER THE EVENT

#### 15. Delegate Feedback

- 15.1. After the event, delegates should expect to receive a feedback form. We would ask this is completed and returned to us within seven days to allow us to continue to improve and tailor future events more closely to your requirements.

### GENERAL

#### 16. Data Protection

- 16.1. ACCA processes all personal information in accordance with the Data Protection Act 1998.
- 16.2. By completing the booking form you are consenting to your data being stored and processed for the provision of services and administration associated with the event including your name, title and email address. ACCA may periodically send you promotional emails about upcoming events or other information which we think you may find interesting using the email address you have provided.

#### 17. Limitation of Liability

- 17.1. ACCA will not be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from attending events unless it is directly due to negligence on its part.
- 17.2. The copyright of all training material rests with the trainer or speaker, and ACCA may not be held responsible for any infringements as a result of plagiarism, libel, slander or any misuse of any material.

## Terms and Conditions

### FOR COURSES RUN BY PARTNER ORGANISATIONS

- ACT
- Capital City Training Ltd
- CIMA Mastercourses
- Evolia Training
- FinancePD
- ICSA Training
- MBL Seminars.

#### 18. How to book

18.1 e-mail: [professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)  
telephone Professional Courses on  
020 7059 5910.

18.2 We will then contact our partner organisation to check whether the requested place is available and if a place is available, we will forward you a booking form for completion. You will be asked to return the booking form to Professional Courses and we will then forward the booking form to the appropriate partner organisation for processing.

#### 19. Confirmation and joining instructions

Confirmation of your booking and joining instructions will be sent to you directly from the appropriate partner organisation.

#### 20. Fee Guidance

20.1 Please note, courses run by the ACT, Capital City Training Ltd, CIMA Mastercourses, FinancePD, ICSA Training and MBL Seminars are subject to VAT at 20%. Courses run by Evolia Training are exempt from VAT. Fees include all course material, tea, coffee and lunch as appropriate.

20.2 Please refer to individual courses for discount details where applicable.

#### 21. Transfers and Cancellations

For full details regarding cancellations and transfers, please visit the relevant website addresses given below:

##### **ACT**

[www.treasurers.org](http://www.treasurers.org)

##### **CIMA Mastercourses**

[www.cimamastercourses.com](http://www.cimamastercourses.com)

##### **Evolia Training**

[www.evoliatraining.co.uk](http://www.evoliatraining.co.uk)

##### **FinancePD**

[www.FinancePD.com](http://www.FinancePD.com)

##### **ICSA Training**

[www.icsatraining.co.uk](http://www.icsatraining.co.uk)

##### **MBL Seminars**

[www.mblseminars.com](http://www.mblseminars.com)

Refer to ACCA Professional Courses terms and conditions' for courses from **Capital City Training Ltd**

All information in this brochure  
correct at the time of publication  
on 1 September 2015



**ACCA UK**

29 Lincoln's Inn Fields London WC2A 3EE

tel: 020 7059 5910

[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)

[uk.accaglobal.com](http://uk.accaglobal.com)

Think Ahead

