

Think Ahead

ACCA

Professional Courses

# CPD Events 2016

Corporate  
and Financial  
Services

# Introduction

## This brochure details courses offered through ACCA UK Professional Courses in the corporate and financial services sectors for 2016.

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](http://www.accaglobal.com) 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 and Early 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 £449 per course – saving £60 per course
- book three or more ACCA one-day courses and pay just £419 per course – saving £90 per course.

Early booking discounts apply to half-day courses run by ACCA.

- Book 1 month before each half-day course and save £29

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:

- 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

## ACCENTUATING THE POSITIVES IN YOUR FINANCIAL STATEMENTS

True and fair – so difficult to define other than simple compliance with appropriate accounting rules – can sadly often result in a ‘tick-box’ approach to accounts preparation. This course takes these accounting rules and demonstrates how we can create financial statements that really reflect the key strengths of an entity’s position, performance and adaptability, while recognising the requirements of credit rating and similar agencies.

• **SPEAKER:** Charles Gubbins BSc CA



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

**TIME**  
09.30 – 17.00  
**FEE**  
£509  
**UNITS**  
8

## CREATIVE ACCOUNTING – SIN OR SOLUTION?

Over the years, the term ‘creative accounting’ has often been a term of derision but, as ever, there are two sides to every story. This course will consider examples of both the good and the bad and discuss how creative accounting can be a positive component of effective reporting in a ‘fair, balanced and understandable’ environment.

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

This seminar forms part of our Corporate Accountants’ Updating Programme. Please see page 19 for further details.



**DATES AND LOCATIONS:**  
13 May, London  
10 November, Manchester  
23 November, London

**TIME**  
14.00 – 17.30  
**FEE**  
£205  
**UNITS**  
4

## DRILLING DOWN INTO FINANCIAL STATEMENTS – ADVANCED ANALYSIS SKILLS

Obfuscation, omission, overstatement or just simple aggressive earnings management – all of these potential reporting shortcomings often present real challenges to stakeholders and others attempting to obtain greater insights into an entity’s financial performance, position and stability. We will consider the more complex aspects of financial reporting, allowing you to identify and calculate appropriate measures for benchmarking and further analysis.

• **SPEAKER:** Charles Gubbins BSc CA



**LOCATION**  
London  
**DATES**  
13 July  
3 November

**TIME**  
09.30 – 17.00  
**FEE**  
£509  
**UNITS**  
8

## FRS 102 – LATEST GUIDANCE AND INTERPRETATIONS

There are now three versions of FRS 102. Are you using the right one? Many of FRS 102’s requirements are difficult to understand and apply. This course has been designed to offer guidance which is intended to help in the interpretation and application of the standard. Worked examples will be used.

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



**LOCATION**  
London  
**DATES**  
6 July  
25 November

**TIME**  
09.30 – 17.00  
**FEE**  
£509  
**UNITS**  
8

### HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

## FRS 102 – THE REALITY OF THE NEW GAAP

After a few attempts and a lot of hype and fine tuning, FRS 102 arrived for periods commencing on or after 1 January 2015. Much was discussed about potential impacts of this change in GAAP but now, for many entities, FRS 102 is a reality. This course reviews how FRS 102 has affected financial reporting and discusses both the good and the bad outcomes and impacts of the change.

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

This seminar forms part of our Corporate Accountants' Updating Programme. Please see page 19 for further details.



### DATES AND LOCATIONS

13 May, London  
10 November, Manchester  
23 November, London

**TIME**  
09.30 – 13.00

**FEE**  
£205

**UNITS**  
4

## IFRS UPDATE

This course will focus initially on recent developments in IFRS in the past year and will then cover areas that commonly cause difficulties for preparers and auditors.

- **SPEAKER:** Malcolm Greenbaum ACA CTA



### LOCATION

London

**DATES**  
14 June  
9 November

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

## INTERPRETING ACCOUNTS AND REPORTING RELEVANT INFORMATION

To some people 'interpreting accounts' means looking at the profit for the year, calculating a few standard ratios and then drawing some fairly general conclusions. This course analyses the reasons why interpretation is performed and then discusses how this affects the work done and the subsequent reporting.

- **SPEAKER:** Charles Gubbins BSc CA



### LOCATION

London

**DATES**  
12 July  
2 November

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

## UK FINANCIAL REPORTING UPDATE

UK GAAP now comprises FIVE regimes. All companies must make important regime choices for accounting periods commencing on or after 1st January 2016. Are you ready and able to make these choices? Do you appreciate the differences between these regimes? Can you afford to miss this course?

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



### LOCATION

London

**DATE**  
24 October

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

### US GAAP: FINANCIAL REPORTING IN THE UNITED STATES

This course examines and applies the requirements of US GAAP. It is illustrated by looking at the practices of US companies including US subsidiaries of UK groups.

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



**LOCATION**

London

**TIME**

09.30 – 17.00

**DATE**

15 November

**FEE**

£509

**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**  
10 March  
21 June

### TIME

09.30 – 17.00

**FEE**  
£315 + VAT  
**UNITS**  
8

## 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**  
21 April  
22 June

### TIME

09.30 – 17.00

**FEE**  
£315 + VAT  
**UNITS**  
8

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

You could make Excel work harder, particularly for 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**  
21–22 March  
17–18 May  
6–7 July

### TIME

09.30 – 17.00

**FEE**  
£1018 + VAT  
**UNITS**  
16

## AUTOMATING YOUR REPORTING WITH EXCEL VBA MACROS (INTERMEDIATE)

You know how to write VBA to automate simple tasks but now you want to take that ability to the next level. This course will teach you how to automate Office products including Word and Outlook as well as enhancing your ability to automate Excel to achieve more complex tasks.

• **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



### LOCATION

London

**DATES**  
23 March  
19 May  
8 July

### TIME

09.30 – 17.00

**FEE**  
£509 + VAT  
**UNITS**  
8

\* FinancePD courses will be taught using a recent version of Microsoft Office. Any relevant differences between versions will be explained during the course.

### 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

12–13 October  
15–16 December

#### TIME

09.30 – 17.00

#### FEE

£1018

#### UNITS

16

### 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

9 March  
20 June

#### TIME

09.30 – 17.00

#### FEE

£315 + VAT

#### UNITS

8

### PIVOT TABLE MASTERCLASS FOR THE FINANCE FUNCTION

Are you using arguably Excel's most powerful tool to its full potential? This course starts from no knowledge of creating pivot tables and moves on quickly to creating elegant solutions to complex business problems involving multiple layers of analysis, calculated fields, pivot charts, slicers and improved formatting of the results.

• **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### LOCATION

London

#### DATES

19 April  
23 June

#### TIME

09.30 – 17.00

#### FEE

£509 + 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\*.



#### LOCATION

London

#### DATES

7 March  
16 May  
5 July

#### TIME

09.30 – 17.00

#### FEE

£509 + 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 a recent version of Microsoft Office. Any relevant differences between versions will be explained during the course.

### 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.

- **SPEAKER:** Bob Hawken FCA

This course is run by FinancePD\*.



#### LOCATION

London

#### DATES

20 April

24 June

#### TIME

09.30 – 17.00

#### FEE

£509 + 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

8 March

20 May

#### TIME

09.30 – 17.00

#### FEE

£509 + VAT

#### UNITS

8

\* FinancePD courses will be taught using a recent version of Microsoft Office. Any relevant differences between versions will be explained during the course.



# Law

## A-Z OF COMPANY LAW – IN TWO DAYS

Whether you are new to company law or in need of a refresher, this two day course is for you! It is skillfully crafted to focus on the key aspects of company law and is delivered over a two day intensive training programme. You will get the chance to dig deep into company law and obtain answers to any queries you may have.

• **SPEAKER:** Mike Griffiths

This course is run by MBL Seminars.



**DATES AND LOCATIONS**  
3–4 February, Bristol  
23–24 February, Belfast  
15–16 March, Leeds  
11–12 May, London  
23–24 May, Edinburgh

**TIME**  
09.30 – 17.30  
**FEE**  
£960 + VAT\*  
**UNITS**  
16

## A-Z OF EMPLOYMENT LAW – IN TWO DAYS

This comprehensive and practical two day course will focus on the core areas and key essentials of employment law including the changes under the Enterprise & Regulatory Reform Act 2013. This introductory level workshop-based course is delivered through a series of tutor led modules which are highly participative and therefore places are limited to 20 delegates. Activities include case studies, syndicate work and small group sessions.

• **SPEAKER:** Kate Shepherd

This course is run by MBL Seminars.



**DATES AND LOCATIONS**  
26–27 January, Leeds  
12–13 April, London  
26–27 April, Manchester  
21–22 June, Bristol

**TIME**  
09.30 – 17.30  
**FEE**  
£960 + VAT\*  
**UNITS**  
16

## AN INTRODUCTION TO AUTO ENROLMENT

This three hour course is intended to 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**  
15 March, London  
23 March, Manchester  
14 April, Leeds (09.30 – 12.45)  
10 May, Bristol  
25 May, Belfast  
8 June, Southampton  
29 June, Birmingham

**TIME**  
14.00 – 17.15  
**FEE**  
£240 + VAT\*  
**UNITS**  
3

## COMPANY LAW UPDATE – THE LATEST DEVELOPMENTS

Now that the Companies Act 2006 seems to have bedded in, much of the action has moved to the court. This course will consider some of the more recent developments of significance. In particular there have been a number of cases where the court has considered the veil of incorporation and ways in which it can be circumvented.

• **SPEAKER:** Mike Griffiths

This course is run by MBL Seminars.



**DATES AND LOCATIONS**  
4 March, Cardiff  
9 March, Southampton  
10 March, London  
17 June, Leeds

**TIME**  
14.00 – 17.15  
**FEE**  
£240 + VAT\*  
**UNITS**  
3

### HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

\* A further 50% saving for MBL members

### ESSENTIAL EMPLOYMENT LAW

This highly practical course is designed to introduce delegates to the essentials of employment law focusing on common situations which arise from client's instructions. It introduces familiar concepts and documentation in regular use, problems which might arise in practice and how to solve them. It also serves as a useful refresher and vital update for those returning to the discipline after a period of absence.

• **SPEAKER:** Sue Jennings

This course is run by MBL Seminars.



**DATES AND LOCATIONS**  
13 April, Manchester  
19 April, London

**TIME**  
09.30 – 17.15  
**FEE**  
£480 + VAT\*  
**UNITS**  
8

### 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**  
12 April, London  
14 June, Birmingham

**TIME**  
09.30 – 17.30  
**FEE**  
£480 + VAT\*  
**UNITS**  
8

\* A further 50% saving for MBL members

# Strategy, Governance and Risk Management

## DELIVER ENHANCED COMPANY RESULTS

Constant pressure from shareholders and competitors demands a creative response. Whether continuously or by transformation, managers must innovate. Through knowledge of strategic, business and financial analysis we can develop new routes to real performance improvement.

• **SPEAKER:** David Smith BSc FCA



### LOCATION

London

**DATE**  
30 November

### TIME

09.30 – 17.00

**FEE**  
£509

**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

**DATES**  
16 June  
23 November

### TIME

09.00 – 16.30

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

**UNITS**  
8

## ESSENTIAL CORPORATE GOVERNANCE

This essential governance course provides delegates with an understanding of key governance debates and principles and offers practical advice on compliance and best practice. It explores the key governance frameworks and regulation, including in-depth coverage of the new UK Corporate Governance Code, board structures, roles and committees, reporting and disclosure, corporate social responsibility and risk.

• **SPEAKERS:** Julia Casson FCIS  
Louis Cooper  
Tony Hoskins

This course is run by ICSA Training.



### LOCATION

London

**DATES**  
19 April  
15 June  
28 September  
30 November

### TIME

08.45 – 16.45

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

**UNITS**  
8

## RADICALLY IMPROVE YOUR 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

**DATES**  
21 November  
2 December

### TIME

09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

## HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

### RISK AND THE BOARD

A key role of the board is to determine the nature and extent of the risks the organisation faces, and formulate and approve its approach to mitigating those risks. This course will provide practical steps that can be taken to improve how risk is handled in the boardroom. It will also assist those responsible for supporting a board on becoming more effective in their role.

• **SPEAKER:** Vanessa Jones

This course is run by ICSA Training.



**LOCATION**

London

**DATES**  
16 June  
29 November

**TIME**

09.00 – 13.00

**FEES**

ACCA and ICSA members:  
£270 + VAT  
Non-members: £300 + VAT

**UNITS**

4

### STRATEGIC MANAGEMENT ISSUES FOR TODAY'S ACCOUNTANT

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

**DATES**  
4 October  
20 December

**TIME**

09.30 – 17.00

**FEE**

£509

**UNITS**

8

### 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

**DATES**  
20 May  
28 September  
9 December

**TIME**

09.30 – 17.00

**FEES**

ACCA and CIMA members:  
£539 + VAT  
Non-members: £599 + VAT

**UNITS**

8

### THE ROLE OF THE COMPANY SECRETARY PART ONE

Completely revised and reworked, this one-day course offers an introduction to the core duties of the company secretary and is ideal for anyone new to the role or who would like a refresher on the main duties. It explains the events that give rise to a need for some sort of company secretarial action, and provides company secretaries with the basic tools to ensure that their organisations remain compliant.

• **SPEAKER:** Andrew Hamer FCIS

This course is run by ICSA Training.



**LOCATION**

London

**DATES**  
27 January  
24 February  
30 March  
27 April  
25 May  
29 June  
27 July  
14 September  
19 October  
16 November  
8 December

**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, share capital, financing and group structures. It focuses predominantly on the company secretarial procedures associated with a company's share and loan capital, but also explains the significance of certain group structures and addresses various company secretarial issues regarding a company's accounts and auditors; and how to close down unwanted companies, including striking off.

• **SPEAKER:** Andrew Hamer FCIS

This course is run by ICSA Training.



### WHAT MAKES A VALUED BUSINESS PARTNER?

The transition to being a better business partner is not an easy one. So much time is spent keeping the daily accounting 'lights on' that finding time to add business value is becoming more difficult, especially with our ability to capture so much data. Here, we ask the question 'what should an F&A business partner be focused on?' and how might we simplify and streamline accounting processes and be selective in our data usage to free up resources to create more value for management.

• **SPEAKER:** John McKenzie MBA



**LOCATION**

London

**DATES**  
25 February  
28 April  
30 June  
15 September  
17 November

**TIME**

09.00 – 17.00

**FEES**

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

**UNITS**

8

**LOCATION**

Cardiff

**DATE**  
20 October

**TIME**

09.30 – 17.00

**FEE**

£509

**UNITS**

8

HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

# Taxation

## BENEFITS, P11D'S, PAYE AND NIC – REFRESHER AND PLANNING

This very practical course will review all the latest business and corporation taxes changes and developments. Case studies will illustrate the changes and provide practical planning tips.

- **SPEAKER:** Tim Palmer CTA ATT



### LOCATION

London

### DATE

14 March

### TIME

09.30 – 17.00

### FEE

£509

### UNITS

8

## BUSINESS AND CORPORATE TAXES UPDATE

A half day refresher and update on all the important recent developments and changes in business and corporate taxes identifying the major developments which will be of relevance to anyone dealing with company tax planning and compliance.

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



This seminar forms part of the Corporate Accountants'

Updating Programme. Please see page 19 for further details.

### DATES AND LOCATIONS

12 May, London

11 November, Manchester

22 November, London

### TIME

14.00 – 17.30

### FEE

£205

### UNITS

4

## CAPITAL ALLOWANCES AND PLANNING

This course will cover the tax planning opportunities and difficulties for OMBs, key tax issues for OMBs and options on capital spend.

- **SPEAKER:** Dean Wootten FCA CTA



### LOCATION

London

### DATES

21 June

4 November

### TIME

09.30 – 17.00

### FEE

£509

### UNITS

8

## CROSS-BORDER TRANSACTIONS – VAT PITFALLS AND OPPORTUNITIES

This course examines the VAT implications of buying and selling goods and services across borders and addresses common errors and missed opportunities in VAT accounting in this area. Both intra-EU and extra-EU transactions are discussed as well as EC Sales List and Intrastat reporting obligations. EU Refund claims will be covered to ensure businesses maximise their input VAT recovery as well as the VAT MOSS for electronic services.

- **SPEAKER:** Malcolm Greenbaum ACA CTA



### LOCATION

London

### DATE

9 December

### TIME

09.30 – 13.00

### FEE

£283

### UNITS

4

### EMPLOYMENT AND PERSONAL TAXES UPDATE

A half day session providing a review of all the significant changes and developments in UK personal and employee taxes over the previous twelve months. The course aims to provide delegates with an update and refresher on the issues that will be of greatest relevance and day to day practical importance.

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

This seminar forms part of the Corporate Accountants' Updating Programme. Please see page 19 for further details.



#### DATES AND LOCATIONS

12 May, London  
11 November, Manchester  
22 November, London

**TIME**  
09.30 – 13.00

**FEE**  
£205

**UNITS**  
4

### MAXIMISING TAX SAVINGS FOR INNOVATION

This course details 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  
7 October

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

### TRANSFER PRICING – FUNDAMENTALS

A practical introduction to transfer pricing techniques, including functional and economic analysis and comparability studies. Other areas considered will include corporate objectives, intra-group services and HO expenses, cost sharing and cost contribution and managing audits and risk.

- **SPEAKER:** Paul Daly CTA

This course is run by CIMA Mastercourses.



#### LOCATION

London  
25 February  
18 May

**TIME**  
09.30 – 17.00

**FEE**  
ACCA and CIMA members:  
£539 + VAT  
Non-members: £599 + VAT

**UNITS**  
8

### 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  
1 December

**TIME**  
09.30 – 13.00

**FEE**  
£283

**UNITS**  
4

#### HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

### VAT – WHAT YOU NEED TO KNOW

This is a very intensive and practical course designed for everyone who needs an in-depth refresher. It will look at how to avoid the most common VAT problems and pitfalls. At the end of the course the delegates will be able to make informed decisions about charging and reclaiming VAT correctly thus avoiding penalties.

- **SPEAKER:** Gwen Ryder



**LOCATION**

London

**DATE**

24 November

**TIME**

09.30 – 17.00

**FEE**

£509

**UNITS**

8



# 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, the course is ideal for anyone who wants an in-depth introduction to treasury options.

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

This course is run by ACT.



**LOCATION**  
London

**DATES**  
9–13 May  
14–18 November

**TIME**  
Monday–Thursday: 08:45–17:30,  
Friday: 08:45–13:00

**FEE**  
ACCA and ACT members:  
£3,750 + VAT  
Non-members:  
£4,250 + VAT

**UNITS**  
40

## ADVANCED BUDGETING, PLANNING AND FORECASTING

This course examines traditional budgetary and planning processes, considers alternative techniques and their implications and means to improve forecast accuracy. It will examine the needs and imperatives of operational management and look at how managers and accountants can speak a common language through the planning and budgetary processes.

- **SPEAKER:** John McKenzie MBA



**LOCATION**  
London

**DATES**  
5 July  
18 October  
14 December

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

## CASH MANAGEMENT ESSENTIALS

This course will look at the basics of cash management including the company policy, essentials of forecasting, value dating, calculating interest costs, and various payment systems. It will also cover the key interest rate benchmarks. Sweeping, pooling and netting will be discussed. Investing surpluses and other alternatives will also be covered along with risk. Delegates will also develop a clear understanding of why the formulation and application of a corporate treasury policy is essential.

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



**LOCATION**  
London

**DATE**  
8 November

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

## FOREIGN EXCHANGE AND CURRENCY RISK MANAGEMENT

The foreign exchange markets have never been busier, or more volatile and risky. Most companies have an increasing exposure to currency risk as they have greater exposure to international markets. This course looks at the FX markets, and how to manage currency risk, from a professional, practical perspective.

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



**LOCATION**  
London

**DATES**  
7 June  
29 November

**TIME**  
09.30 – 17.00

**FEE**  
£509

**UNITS**  
8

### HOW TO BOOK:

020 7059 5910

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

<https://events.accaglobal.com>

## THE MECHANICS OF CORPORATE FUNDING

This course provides an overview of why organisations borrow, the broad sources of debt funding and the range of instruments available. It will provide delegates with an understanding of credit risk, how to measure it and how it is reflected in the pricing; an understanding of what comprises a financial strategy and how to design one and an appreciation of the financial risks for the organisation when borrowing and how these might be managed.

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

This course is run by ACT.



**LOCATION**  
London  
**DATES**  
23–24 November  
**TIME**  
09.00 – 17.00

**FEES**  
ACCA and ACT members:  
£1,500 + VAT  
Non-members:  
£1,700 + VAT  
**UNITS**  
16

## TREASURY IN A DAY

This course provides an introduction to the purpose of treasury within the context of business. It gives participants an insight into the role of the treasurer, provides a broad understanding of key treasury concepts as well as presenting an overview of the financial instruments that are commonly used.

• **SPEAKERS:** Carl Sharman MCT  
Phil Renshaw MCT

This course is run by ACT.



**LOCATION**  
London  
**DATES**  
15 March  
12 April  
14 June  
13 September  
8 November

**TIME**  
09.00 – 17.00  
**FEES**  
ACCA and ACT members:  
£750 + VAT  
Non-members: £850 + VAT  
**UNITS**  
8

# Corporate Accountants' Updating Programme 2016

## FINANCIAL REPORTING

### **FRS 102 – The Reality of the New GAAP**

13 May (09.30 – 13.00), London

10 November (09.30 – 13.00), Manchester

23 November (09.30 – 13.00), London

### **Creative Accounting – Sin or Solution?**

13 May (14.00 – 17.30), London

10 November (14.00 – 17.30), Manchester

23 November (14.00 – 17.30), London

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

## TAXATION

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

12 May (09.30 – 13.00), London

11 November (09.30 – 13.00), Manchester

22 November (09.30 – 13.00), London

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

12 May (14.00 – 17.30), London

11 November (14.00 – 17.30), Manchester

22 November (14.00 – 17.30), London

### **Fees**

£205 for each individual seminar

Book all four seminars and pay just  
£166 per seminar

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

# Update for Accountants 2016

## **Spring Update 10–12 March 2016**

Cotswold Water Park Four Pillars Hotel,  
Gloucestershire

**Fee:** £1,635. **Early booking discount:** £1,470

– when you book before 10 February 2016

## **Autumn Update 27–29 October 2016**

The Midland Hotel, Manchester

**Fee:** £1,635. **Early booking discount:** £1,470

– when you book before 27 September 2016

*“The event allows me to achieve all my CPD requirements in one go, with maximum flexibility/ options and best value for money in addition to a valuable networking opportunity”*

– Steven Raikes FCCA,  
Finance Director, ESE World Ltd

*“All sessions were to the highest standards, maintaining this consistency throughout the conference is highly commendable”*

– Guy Gracey FCCA,  
Financial Controller,  
Marubeni North Sea Ltd

# Terms and Conditions

Professional Courses' 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 a Professional Courses' event, 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, The Adelphi, 1–11 John Adam Street, London WC2N 6PN
- 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 and Visa Debit. Cheques for ACCA UK events should be made payable to CAET.
- 2.2. When booking Professional Courses corporate 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, The Adelphi, 1–11 John Adam Street, London WC2N 6PN
- 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 has 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 2016) 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
- CIMA Mastercourses
- 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, CIMA Mastercourses, FinancePD, ICSA Training and MBL Seminars are subject to VAT at 20%. 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)

##### **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)



**ACCA UK**

The Adelphi, 1-11 John Adam Street, London WC2N 6PN

tel: 020 7059 5910

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

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

Think Ahead

