

Think Ahead

ACCA

# Spring Update for Accountants

10–12 March 2016  
Cotswold Water Park  
Four Pillars Hotel,  
Gloucestershire

# Welcome

**ACCA UK's Spring Update for Accountants provides a relaxed environment in which to update your skills, benefiting from the experience of your peers as well as from 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 Cotswold Water Park Four Pillars Hotel in Gloucestershire. 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 10 February 2016 will be refunded less an administration fee of £50. Cancellations made after 10 February 2016 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

£1,635 including accommodation, meals, light refreshments, lectures and handout materials for all sessions.

### early booking discount

Take advantage of our early booking discount and save £165 – pay £1,470 when you book before 10 February 2016.

### 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.



*"A One Stop Shop – All courses in one place at a dedicated time"*

**Angela Kenney FCCA**  
UK Financial Controller  
Kuoni GTS



*"Well organised, great location and good choice of lecturers"*

**Kerry Harben ACCA**  
Assistant Accountant  
Jagex Games Studio



*"I have learnt lots of new things which I can take away to use in my job"*

**Jamie McDonagh FCCA**  
Financial Controller  
Palletways

# Lecturers

**A**

business and finance

**RAJ GANDHI FCCA FCT MIOD**

Chief executive, Gandhi Global Ventures Ltd

**CHARLES GUBBINS BSc CA**

Head of technical practice and professional development,  
Kaplan Leadership and Professional Development

**BOB HAWKEN ACA**

Managing director, FinancePD Ltd

**JOHN MCKENZIE MBA (Cranfield)**

Independent lecturer and consultant

**MARTIN ROBINSON BA Econ FCIS CFIIA Qica AFA**

Independent risk and audit consultant

**B**

taxation and law

**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

**PAUL SOPER FCCA**

Lecturer, consultant and broadcaster

**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 10 March

11.00 – 12.30

A1

## **Governance and risk management**

**Martin Robinson**

- the fundamentals for a successful organisation
- what does effective governance and risk management look like?
- examples of good practice in the UK
- the impact of risk management failures in organisations
- how can we all raise governance and risk management standards in our organisation?

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
- changes to insolvency provisions affecting directors of small and medium sized companies
- partnership law – new developments
- professional negligence update – what do the most recent cases tell us?
- sales of businesses and employees – enforcing restrictive covenants.

## **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.

C1

13.15 – 14.45

A2

## **Cybercrime**

**Martin Robinson**

- the fraud that now affects us all
- the cybercrime landscape
- painting a disturbing picture
- latest cybercrime threats and incidents
- anatomy of a cyber-attack
- preventing cybercrime in your organisation
- how to avoid being an individual victim.

B2

## **Employment law update**

**Louise Dunford**

- employment status update and most recent IR35 cases
- shared grandparental leave
- minimum wage cases, in particular holiday pay and overtime, holidays and sick pay and on-call responsibilities
- stress in the workplace – new cases
- social media dismissals – what do the cases say?
- summary of recent disability litigation
- TUPE update.

C2

## **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
- practical examples to bring these features to life and consider how to overcome the difficulties.



15.15 – 16.45

**A3****The evolving role of the CFO****Raj Gandhi**

- learn about how this crucial role is evolving internationally
- gain valuable insights into the challenges and opportunities facing finance leaders today
- key questions foremost in the minds of CFOs
- how to become more strategic, influential, commercially aware and deliver sound financial leadership.

**B3****International tax update****Paul Soper**

- OECD Base Erosion and Profit Shifting Project – effect of global taxation provisions
- Patent Box restrictions
- choosing appropriate structures for overseas trade
- transparent or opaque?
- recent UK taxation changes
- diverted profits tax.

**C3****How to be heard – getting people to sit up and listen****Clare Haynes**

- 75% of what you say gets lost in transit
- being heard saves time in avoiding frustration, confusion and repeating yourself
- getting your message across when people aren't listening or don't 'speak' finance
- the often-mistaken secret to being heard
- planning for what we transmit to be received.

17.00 – 18.15

**A4****Forging links between strategy, budgeting and forecasting****Raj Gandhi**

- learn how finance leaders are beginning to forge stronger links between strategic planning, budgeting and forecasting
- gain insights on how to connect the different layers of strategy and engage more in the entire strategic process
- how to seek strategic alignment by delivering outcome and event driven budgets and forecasts
- presenting more decision-friendly information on performance, outlook and trends
- benchmarking performance to competition, critical success factors and strategic aspirations, all vital in uncertain times.

**B4****VAT update****Paul Soper**

- recent Finance Act changes and proposals
- international services and the VAT MOSS system
- VAT special schemes
- the tour operators' margin scheme (TOMS) trap!
- recent tribunal cases.

**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 11 March

09.00 – 10.30

**A5**

## **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.

**B5**

## **Tax and reporting implications on buying and leasing**

**Malcolm Greenbaum**

- the link between accounting treatment and tax treatment
- the importance of tax considerations when comparing leasing against buying (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**

- interactive 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**

## **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.

**B6**

## **Tax implications of adopting FRS 102**

**Malcolm Greenbaum**

- first time adoption – tax implications of adjustments to prior years
- deferred tax changes
- lease accounting differences and the impact on the tax computation
- interest-free and below market rate loans – tax implications of connected party loans
- intangible assets – tax effects of reclassification from tangible to intangible assets
- derivatives and hedging – impact of recognising derivatives under FRS 102
- tax reconciliation note.

**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 needed to effectively lead in finance
- learn how to get ready to lead.

13.00 – 14.30

**A7****Effective business planning****John McKenzie**

- a framework that links strategic elements with business and functional plans and on down to front line actions
- implementation and change management issues
- 'technical aspects' of planning and the alignment of reporting and measures
- what does an effective business plan look like?
- the importance of clearly defined strategic objectives in the business planning process
- do I have the resources to support the plan? – the resource audit
- monitoring the business plan, what should my measurement focus be?
- cultural and human impacts of planning for change.

**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
- partnership tax review
- practical case studies.

**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**

- an examination of major issues such as business risk, sustainability, uncertainty, transparency, external expectations and effective control
- market/stakeholder expectations
- intangible value and accounting
- appropriateness of measures linked to reward
- changing breed of accountant.

**Business tax update – continued****Tim Palmer**

- 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
- general overview.

**B8****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.

**C8**

**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 reliability of published financial information, including the impact of increased audit exemptions available within the UK
- the review process
  - where to focus your attention
  - some of the ‘tricks’ used by preparers to distract/divert the reader
- getting the most from the process
  - KPIs – use the published ones or create your own?
  - drilling down – current techniques in financial analysis.



*“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



*“It provides a good range of technical and soft skills allowing it to be tailored, to suit my needs”*

**Jane Perkins FCCA**  
Finance & Systems Manager  
Spearhead International Ltd

**B9**

### PAYE and benefits

Tim Palmer

- PAYE and NIC refresher, benefits-in-kind review and planning
- PSAs, ex-gratias, 3rd party benefits and case studies
- what is chargeable to PAYE and NIC and what is not?
- P11D completion and review
- is an individual really self-employed?
- NIC changes and developments, particularly with regard to the NIC employment allowance, under 21 employees and apprentices changes
- tax and NIC efficient extraction of funds
- general overview.



*“Allows me to achieve all my CPD requirements with maximum flexibility. In addition it offers value for money and a valuable networking opportunity”*

**Steven Raikes FCCA**  
Finance Director  
ESE World Ltd



*“A good mix of sessions. I like the fact there are a number of streams so there is always a relevant session to attend”*

**Elizabeth Galloway FCCA**  
Head of IT Programme Finance  
Zurich Insurance Plc

**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.



# Saturday 12 March

## Accounting standards update

Charles Gubbins

This update is designed to cover both UK and IFRS GAAP.

UK GAAP is still going through the transition process not least for smaller companies transitioning from the FRSSE 2015. The session will consider the next steps for UK GAAP and review experiences to date from those who have already transitioned to FRS 102.

The IFRS session will address the dual purpose of updating those who use IFRS in their accounts and providing a background for FRS 102 users (insofar that IFRS represents the non-mandatory fall-back position).

09.00 – 10.30

A10

## Accounting standards update

This session will provide a practical slant for those using UK GAAP, covering two specific topics:

- small companies moving from FRSSE 2015 to FRS 102 (September 15 version)
- non small entities - guidance for those still yet to transition and feedback from those entities who have already adopted FRS 102 (the good and the bad). The final element of this session will cover a consideration of changes required for the second year of FRS 102 utilisation.

11.00 – 12.30

A11

## Accounting standards update – continued

This session will comprise two topics:

- the first will provide a refresher/ reinforcement of the key features of all International Standards and Interpretations effective for accounts prepared in 2016
- 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' the Standards on financial instruments, revenue and leases.

# Booking form

## SPRING UPDATE FOR ACCOUNTANTS 2016

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 **Spring Update for Accountants** to be held on 10–12 March 2016

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Please note invoicing will not be available after 22 February 2016.

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Date

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