

# **Certified Accounts Payable Specialist: Mastering AP Processes**

Finance, Accounting, Budgeting  
Maldives (Maldives)  
29 Sep - 03 Oct 2025

UK Traininig

# **PARTNER**



## **Certified Accounts Payable Specialist: Mastering AP Processes**

**Ref:** 321376\_132587 **Date:** 29 Sep - 03 Oct 2025 **Location:** Maldives (Maldives) **Fees:** 4700 Euro

### **Course Description**

This comprehensive 5-day training course is designed to equip participants with the knowledge and skills necessary to excel as Certified Accounts Payable Specialists. The program covers essential AP processes, best practices, and industry standards, providing a solid foundation for professionals in the field.

### **Learning Objectives**

- Master the end-to-end accounts payable process
- Implement effective internal controls and fraud prevention measures
- Optimize vendor management and invoice processing
- Utilize technology to streamline AP operations
- Understand regulatory compliance and reporting requirements
- Develop strategies for improving AP efficiency and accuracy

### **Course Modules**

#### **Day 1: Introduction to Accounts Payable**

- Overview of the AP function and its role in organizations
- Key terminology and accounting principles
- The procure-to-pay cycle
- AP best practices and industry standards

#### **Day 2: Invoice Processing and Management**

- Types of invoices and their characteristics
- Invoice validation and three-way matching
- Exception handling and dispute resolution
- Automated invoice processing systems

#### **Day 3: Vendor Management and Payment Processes**

- Vendor master file maintenance
- Payment terms and early payment discounts
- Payment methods and electronic funds transfer
- Foreign currency transactions and exchange rates

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

## **Day 4: Internal Controls and Fraud Prevention**

- Segregation of duties and approval workflows
- Common AP fraud schemes and red flags
- Implementing effective internal controls
- Audit trails and documentation requirements

## **Day 5: Technology, Reporting, and Compliance**

- AP automation and emerging technologies
- Key performance indicators KPIs for AP
- Financial reporting and month-end close processes
- Regulatory compliance e.g., SOX, 1099 reporting

## **Practical Wins for Participants**

- Ability to implement best practices to improve AP efficiency
- Skills to detect and prevent fraud in AP processes
- Knowledge to leverage technology for streamlined operations
- Expertise to ensure compliance with regulations and reporting requirements

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

UK Training  
**PARTNER**

## Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training  
**PARTNER**



## Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



## Blackbird training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**



**LONDON TRAINING PROVIDER**



[www.blackbird-training.com](http://www.blackbird-training.com)



[training@blackbird-training.com](mailto:training@blackbird-training.com)



+44 7480 775526 / +44 7401 177335