Mastering Accounting Policies and Procedures: 1-Week Course

22 – 26 February 2027
Tokyo (Japan)



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Ref: 322057_183082 **Date:** 22 – 26 February 2027 **Location:** Tokyo (Japan) **Fees:** 5900 GBP

Why This Course

Clear and well-structured accounting policies and procedures are essential for ensuring consistency, compliance, and efficiency in financial operations. Organizations rely on documented policies to guide accounting practices, strengthen internal controls, and ensure that financial reporting aligns with regulatory requirements and industry standards.

This comprehensive 1-week program is designed to help finance professionals develop, implement, and maintain effective accounting policies and procedures. Participants will explore practical frameworks for documenting accounting processes, strengthening internal controls, and improving financial reporting practices. Through practical examples and real-world applications, the course provides the tools needed to build a robust accounting policy framework that supports transparency and operational efficiency.

What You'll Learn and Practice

By participating in this program, you will:

- Understand the structure and importance of effective accounting policies and procedures.
- Develop policies for key accounting processes such as revenue recognition, payables, and asset management.
- Implement strong internal controls and segregation of duties.
- Ensure compliance with accounting standards and regulatory requirements.
- Improve financial reporting accuracy and operational efficiency.
- Establish processes for reviewing and updating accounting policies continuously.

The Program Flow

Day 1: Foundations of Accounting Policies and Procedures

- Understanding the purpose and structure of accounting policies and procedures.
- Reviewing regulatory frameworks and compliance requirements.
- Identifying the key components of an effective accounting manual.
- Applying risk assessment techniques and internal control principles.



Day 2: Developing Core Accounting Policies

- Designing policies for revenue recognition and accounts receivable.
- Establishing procedures for expenditure and accounts payable management.
- Developing policies for fixed asset management and depreciation.
- Implementing inventory valuation and cost accounting procedures.

Day 3: Financial Reporting and Closing Procedures

- Managing month-end and year-end closing processes.
- Preparing and reviewing financial statements.
- Developing budgeting and financial forecasting procedures.
- Applying best practices in management reporting.

Day 4: Treasury and Risk Management Policies

- Establishing cash management and banking procedures.
- Developing policies for investments and financing activities.
- Managing foreign exchange risk and hedging strategies.
- Implementing credit risk assessment and monitoring processes.

Day 5: Implementation and Continuous Improvement

- Implementing new accounting policies across the organization.
- Managing training and change management initiatives.
- Monitoring and evaluating the effectiveness of accounting policies.
- Establishing processes for continuous improvement and policy updates.

Individual Impact

- Strengthen expertise in accounting governance and policy development.
- Improve knowledge of internal control frameworks and compliance practices.
- Develop practical skills in documenting and managing accounting procedures.
- Gain confidence in improving financial processes and reporting systems.

Work Impact

- Improve consistency and reliability of accounting processes.
- Strengthen internal controls and reduce financial risks.
- Enhance compliance with accounting standards and regulations.
- Increase efficiency in financial reporting and operational processes.



Training Methodology

This program combines practical frameworks with applied learning to ensure participants gain relevant skills in accounting policy development. Training methods include:

- Interactive workshops and guided discussions.
- Case studies on accounting policy design and implementation.
- Practical exercises in documenting accounting procedures.
- Group activities focused on internal control and risk management.
- Templates and tools for building an accounting policies and procedures manual.

Beyond the Course

By the end of the program, participants will be able to:

- Develop a comprehensive accounting policies and procedures manual.
- Implement stronger internal control systems across accounting functions.
- Improve financial reporting processes and closing procedures.
- Establish a structured approach for reviewing and updating accounting policies over time.

