

Public Sector Courses

ACCA UK's courses provide high quality, relevant and cost effective CPD for finance professionals working in the public sector.

EXCEPTIONAL LEADERSHIP SKILLS FOR EXCEPTIONAL LEADERS

WHAT WILL I GET OUT OF IT?

- a clear understanding of how to provide confident and worthwhile leadership
- an appreciation of the behaviours leaders need to adopt and demonstrate
- increased team performance - effective leaders help their teams deliver results
- improve your own leadership abilities and encourage an initiative culture within your team.

KEY FEATURES

- defining what a leader is and what they do
- dispelling the four leadership myths
- your strengths and development needs as a leader
- the 10 golden rules of leadership
- analysis of leadership styles and traits
- values, attitudes and beliefs that will support exceptional leadership
- how to model the skills and behaviours exceptional leaders need to succeed
- increased confidence in influencing and improving your team
- know your team
- learning from and valuing others.

WHO SHOULD ATTEND?

Finance professionals working in the public sector, who are leading teams at present, or who are the aspiring leaders of the future, and who want to develop their own leadership competencies and style.

LECTURER

Margaret Zuppinger – Principal Training Consultant, Margaret Zuppinger Partnership

DATE AND LOCATION

5 December (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

IFRS IN THE PUBLIC SECTOR – NEW

WHAT WILL I GET OUT OF IT?

- an appreciation of the background to the change to IFRS in Central Government
- identification of the key standards that need to be considered in the changeover
- understanding of the key differences in these standards compared to previous UK GAAP
- examples of practical problems and solutions that have arisen so far.

KEY FEATURES

- the nature of IFRS and their application to Central Government
- the timetable for changeover including the impact of the deferral to 2009/10
- the IFRS shadow accounts to be prepared for 2008/9
- the IFRS-based Financial Instruments Standards being implemented under UK GAAP for 2008/9
- the key Standards, including
 - non current assets (IAS 16, 36, 38, IFRS 5 and SIC 32)
 - leasing (IAS 17, SIC 15 and IFRIC 4)
 - service concessions/PFI (IFRIC 12)
 - financial instruments (IAS 32, 39 and IFRS 7)
 - employee benefits (IAS 19)
 - disclosures (IAS 24, IFRS 8)
 - the changeover (IFRS 1)
- the changes to resource accounts (department yellow) and equivalent changes for agencies and NDPBs
- practical examples of how the various issues have been resolved.

WHO SHOULD ATTEND?

Those involved in the preparation of Central Government Accounts, including Agencies, Trading Funds and NDPBs

LECTURER

Charles Gubbins BSc CA, Associate, Kaplan Financial

DATE AND LOCATION

16 December (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

For further information or to book, please contact the Professional Courses Team on 020 7059 5910 or email professionalcourses@uk.accaglobal.com.

LEADING COMPLEX CHANGE – NEW

WHAT WILL I GET OUT OF IT?

- exploration of leading thinking in organisational change, and the chance to apply theoretical models to your own circumstances
- a range of options to help lead successful change programmes
- opportunity to share experience and learning with others facing similar challenges from across the public sector
- a range of materials and references to further develop understanding beyond the one day programme.

KEY FEATURES

- exploring complexity
- the nature of organisations
- the nature of change
- receptiveness for change
- models for change
- creating a learning organisation
- customer focus
- tools for change.

WHO SHOULD ATTEND

This course is particularly aimed at those managers with responsibility for both planning and implementing change in complex environments.

LECTURER

Richard Wells BSc Hons, ValueAdding.com

DATE AND LOCATION

21 November (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

INTEGRATING FINANCIAL AND NON-FINANCIAL PERFORMANCE MEASUREMENT

WHAT WILL I GET OUT OF IT?

- understanding the complexities and cause and effect interdependency of performance measures
- recognition of the real 'hot buttons' in the enterprise upon which management focus should be brought to bear
- understanding how to integrate and harmonise financial and non-financial measures to best effect
- bringing reward and motivational structures into line with measures that count.

KEY FEATURES

- the role of performance measurement and management – matching action to strategic goals and intent
- the golden rules of effective performance measurement and management
- understanding why an enterprise cannot be managed through financial measures
- the 4 cornerstones of strategy execution - consumer/customer perception, internal process capability, human capital management and financial performance
- linking the planning and forecasting processes and performance measurement into a unified entity
- understanding the true non-financial drivers of operational performance and how they impact on financials through cause and effect analysis
- performance measurement and management structures - balanced scorecards, etc.
- organisational structure and reward structures - help or hindrance to meaningful measurement and execution.

WHO SHOULD ATTEND?

Finance directors, directors of change management, finance and change management personnel.

LECTURER

John McKenzie MBA (Cranfield), Independent Consultant

DATE AND LOCATION

2 October (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

For further information or to book, please contact the Professional Courses Team on 020 7059 5910 or email professionalcourses@uk.accaglobal.com.

PRACTICAL PROCESS COSTING AND EFFICIENCY USING ABC

WHAT WILL I GET OUT OF IT?

- understand the need for cost information in process redesign
- analyse costs for ValueAdd and Non-ValueAdd activities
- calculate costs for service delivery and unit cost of outputs
- use the cost data to model the effects of process changes.

KEY FEATURES

- the challenge of assessing process costs
- Activity Based Costing principles
- a typical route map for implementation
- calculating process costs
- understanding the cost driver(s) in a process
- putting theory into practice
- reviewing case studies
- planning a process costing project.

WHO SHOULD ATTEND?

The course is designed for delegates who have responsibility for improving processes and delivering efficiency savings.

LECTURER

Richard Coombes PhD BSc, Director, ValueAdding.com

DATE AND LOCATION

14 October (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

FORECASTING, BUDGETING AND PLANNING FOR THE 21ST CENTURY

WHAT WILL I GET OUT OF IT?

- recognising what creates, drives and adds value to the enterprise
- understanding of latest budgetary practices
- appreciating how budgetary performance relates to operational metrics and linking these to produce powerful management intelligence
- understanding principles and techniques to improve forecast capability in an uncertain environment.

KEY FEATURES

- public vs private sector – is there any real difference in the objectives and practices within the planning, budgetary and management processes?
- understanding the shortcomings of traditional budgetary practices and accounting frameworks in today's world
- driving strategy to the front line via the budgetary and planning process
- activity based budgeting – red herring or the way forward?
- commercial practices in forecasting, budgeting and planning and application to the public sector
- driving value creation and best value through understanding the drivers of value
- communicating and monitoring the budget and financial plan in operational terms.

WHO SHOULD ATTEND?

Finance directors, financial controllers, senior management accountants and senior operational management.

LECTURER

John McKenzie MBA (Cranfield), Independent Consultant

DATE AND LOCATION

24 October (09.30 – 17.00), London

FEE

£290

CPD UNITS

8

For further information or to book, please contact the Professional Courses Team on 020 7059 5910 or email professionalcourses@uk.accaglobal.com.

BOOKING FORM

PUBLIC SECTOR COURSES

Please use BLOCK CAPITALS throughout

- exceptional leadership skills for exceptional leaders
- IFRS in the Public Sector
- leading complex change
- integrating financial and non-financial performance measurement
- practical process costing and efficiency using ABC
- forecasting, budgeting and planning for the 21st Century

INVOICE TO

VAT registration number GB 233 3332 02

For the attention of _____

Organisation _____

Address _____

Postcode _____

Tel no _____

Fax no _____

VAT reg. no _____

- If these details are different from those held on file for you, please tick if you would like us to update them.

DELEGATE DETAILS

If you are an ACCA member please state your registration no. _____

Mr/Mrs/Miss/other (please specify) _____

Designatory letters _____

First name _____

Surname _____

Job title _____

E-mail _____

Contact tel. no. (where different from above) _____

ACCA/AAPA members: please note that joining instructions and all other correspondence will automatically be sent to your regular mailing address.

Non-members: please complete the section below if you would like joining instructions to be sent to an address different from the invoice address.

Address _____

Postcode _____

SPECIAL DIETARY REQUIREMENTS (tick as appropriate)

- Vegetarian Other _____
(please specify)

REFUNDS/CANCELLATIONS

Refunds will only be given where cancellations are notified, in writing, 10 working days or more before the event. If you are unable to attend a booked event a colleague may attend in your place.

JOINING INSTRUCTIONS

Joining instructions are usually dispatched seven 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.

PAYMENT METHOD (tick as appropriate)

Please note, ACCA courses run by CAET are VAT exempt.

- I enclose a cheque (made payable to CAET) for £ _____

Please charge to my:

- Mastercard Visa
 Switch card Amex

Name of cardholder _____

Account no. _____

Expiry date _____

Start date _____

Switch issue no. _____

- Please invoice

The purchase order no./reference is _____

I confirm that I have the authority of my organisation to incur this expenditure. I understand that invoices must be settled within 14 days or in advance of attendance at the event, whichever is the sooner. I further understand that participants will be held responsible for payment of invoices. I have read and accept the terms and conditions.

Signature _____

Date _____

Please return this form to:

Course Bookings, Professional Courses,
ACCA UK, 29 Lincoln's Inn Fields, London WC2A 3EE or
fax to Course Bookings on 020 7059 5959