

Create an effective and communicative accounting review file



CF-45 1 Days (7 Hours)



Description

This very operational day is centered on the implementation of an accounting review process by constructing a closing file. It aims to create an account control tool which is a tool shared by the entire accounting team and leads to the implementation of progress actions.

Who is this training for ?

For whom

Accounting and accounting manager participating in the orders.

Prerequisites

None.

Training objectives

- Adopt a risk approach to guarantee the reliability of the accounts
- Implement a shared control methodology
- Use the accounting review as a source of progress for the accounting function

Training program

Planifier sa clôture, identifier les zones à risques et définir les objectifs et modalités de révision comptable

- Action: Develop an accounting control plan based on risk analysis.

Définir la check list de contrôles adaptée aux risques

- Action: Based on a business case, write a checklist of accounting controls.

Organiser son dossier de travail pour gagner en efficacité et favoriser le travail d'équipe et la coopération

- Action: Structure your accounting review file.

Capitaliser et engager une démarche de progrès à partir des faiblesses identifiées

- Action: Initiate and manage an action plan to optimize closing activities.