



accounting & finance

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In-house only - Please call our bookings team on 0121 362 7690 to find out more.



Quorum Training Pool – if you fancy one of our in-house only titles, but only have one to three people that need the training, let us know by calling 0121 362 7690 and we will match you up with others wanting the same course on a date that works for you.

**finance directors
financial controllers
accountants
finance managers
and their staff**

All Courses take place in Central London unless otherwise stated.

Accounting for Financial Instruments

This course will provide an introduction to the principles behind the accounting entries for financial instruments. The course involves practical application of the accounting principles with a comprehensive case study involving the accounting entries for the financial instruments. There will be an overview of the impact of the adoption of IAS 39 on the accounting approach and entries.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 1 December 2011 2 May 2012
9 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Accounting for Pensions and Share Based Payments

This course provides an in depth coverage of the financial accounting and reporting of all forms of employee benefits. It is designed to provide a practical insight, through the use of exercises and case studies, into the requirements of IAS 19: Employee benefits and IFRS 2: Share-based payments, two of the more demanding standards.

Speaker: Claire Dean, BSc, FCA, Finance Training Ltd.

Date: 15 November 2011

Member: £315 + VAT
Non Member: £575 + VAT

Charity Accounts - An Introduction

This course is designed for trustees and other users of charity accounts to gain an understanding of what financial information is needed to comply with financial management obligations relating to charities. Those responsible for, or new to, the preparation of charity accounts will gain a good understanding about the accounting records and reporting format needed to ensure compliance with the new charity guidance, SORP 2005.

Speaker: Jacqueline Williams, LLB, FCMA, Independent Lecturer and Consultant.

Date: 21 November 2011
9 January 2012

Member: £315 + VAT
Non Member: £395 + VAT

Group Accounting

This course explains the key principles of group accounting and provides practical examples of how group accounts are prepared. It will refer to both UK GAAP and IFRS, including a review of the key differences between these reporting frameworks. Changes which have arisen under the Companies Act 2006 will also be covered and an update will be provided on recently issued amendments to group accounting standards.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 20 April 2012

Member: £315 + VAT
Non Member: £395 + VAT

IFRS for the Public Sector



NEW

This course is designed to give local authorities and public sector organisations a head start on International Financial Reporting Standards (IFRS), which will become the required reporting regime for local authorities from 2011. It will cover conversion issues and also a summary of the core International Standards that are currently in force and relevant to the public sector.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

IFRS Workshop Day 2 - Recent Standards

This course will cover recently issued International Standards that are currently in force. The principles concepts, accounting treatment, presentation and disclosure requirements will be examined together with the practical implementation of each standard.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 20 October 2011 7 March 2012
7 December 2011

Member: £315 + VAT
Non Member: £575 + VAT

Accounting for Fixed Assets

ONLY
£395

This course is an introduction to accounting for fixed assets under UK GAAP and provides a practical guide to how to approach accounting for fixed assets. It will involve case studies to illustrate all aspects of fixed asset accounting and will cover recent accounting issues. It will be a comprehensive guide for those in industry and commerce and will also be useful to those in public bodies. The impact of, and comparison with, IFRS will be discussed.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 28 February 2012

Member: £315 + VAT
Non Member: £395 + VAT

Business Combinations

The face pace of change continues in the world of International Financial Reporting. IFRS3 and IAS 27 were both revised in 2008 and will affect organisation's financial statements in 2010 or 2011. The new rules on measuring non-controlling interest on acquisition, measuring goodwill, amendments during the measurement period, accounting for step acquisitions and changes in ownership all present significant changes, with many further changes hidden in the detailed requirements.

Speaker: Claire Dean, BSc, FCA, Finance Training Ltd.

Date: 25 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

Commercial Awareness for Finance Professionals

The aims of the course are to create a greater awareness of the commercial and competitive environment in which businesses operate, to identify the issues that will affect future prospects for growth as global economies emerge from recession, and to provide participants with the skills and tools to carry out the role of analyst and internal consultant.

Speaker: Robert Britton, Independent trainer and Consultant.

Date: 26 & 27 March 2012

Member: £630 + VAT
Non Member: £955 + VAT

FRSME & UK GAAP - Practical Conversion Workshop

This course will explain in detail how to prepare the first financial statements that conform to IFRS for SMEs. It will cover preparation of the opening Statement of Financial Position, selecting accounting policies, available exemptions from application and required reconciliations.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 13 December 2011 9 May 2012
26 January 2012

Member: £315 + VAT
Non Member: £575 + VAT

IFRS Workshop Day 1 - Core Standards

This course will cover the core International Standards that are currently in force. The principles concepts, accounting treatment, presentation and disclosure requirements will be examined together with the practical implementation of each standard.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 19 October 2011 6 March 2012
6 December 2011

Member: £315 + VAT
Non Member: £575 + VAT

Lease Accounting - The New Proposals

NEW

This course will provide you with an understanding of the new exposure draft proposals on lease accounting and the practical issues that may arise with its implementation.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 16 November 2011 am
5 March 2012 am

Member: £150 + VAT
Non Member: £250 + VAT

Major Differences in UK/US/IFRS Financial Reporting

The course has been designed to evaluate the main accounting differences between, UK, US and IFRS GAAPs, using IFRS as the central point for comparisons. It will enable delegates to identify the key differences, and identifies the major issues when moving from UK or US rules to IFRS.

Speaker: Professor Chris Nobes, Professor of Accounting at Royal Holloway, University of London.

Date: 8 December 2011
26 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Senior Accounting Officer Obligations and Accountability

The course looks at the new legal obligations imposed by the SAO legislation and considers the practical implications for 'risk assessment' in the context of HMRC's increased powers and the growing compliance obligation on corporates as reflected in the new penalty legislation.

Speaker: Andrew Watters is a partner with City law firm Berwin Leighton Paisner LLP.

Date: 7 December 2011

Member: £315 + VAT
Non Member: £350 + VAT

Tax Update for Accountants

This general tax update will provide an overview of recent developments in UK taxation.

Speaker: Russell Cockburn, BSc, Former Inspector of Taxes, Tax Consultant.

Date: 8 December 2011
13 March 2012

Member: £315 + VAT
Non Member: £395 + VAT

UK GAAP Update

This course will include a review of all core UK GAAP standards. For each standard it will cover both the key principles and the practical implementation. It will also provide an update on recently issued FRSs and FREDs.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 3 November 2011
3 February 2012

Member: £315 + VAT
Non Member: £395 + VAT

Efficient and Effective Treasury Management

This course will demonstrate how and why good treasury practices can be cost-effective and can improve corporate efficiency and it will put the treasury department in context with the rest of the organisation.

Speaker: Derek Taylor, Taylor Associates.

Date: 9 November 2011 26 April 2012
27 January 2012

Member: £315 + VAT
Non Member: £575 + VAT

Managing Your Finance Team for Results



This two-day course is designed for finance professionals who need to get the very best from their teams. The course concentrates on the elements that create performance in others, helping attendees to step back and consider their approach to the motivation, performance management and the development of their team members.

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Preparing IFRS Financial Statements

This course takes a detailed look at the International Financial Reporting Standards that relate to preparing a set of IFRS compliant financial statements in 2011. The IFRS presentation standards and disclosure standards will be reviewed in detail and real company financial statements will be used to illustrate the requirements. In addition to exploring the current version of each standard, the course will provide an insight into anticipated amendments.

Speaker: Claire Dean, BSc, FCA, Finance Training Ltd.

Date: 16 November 2011

Member: £315 + VAT
Non Member: £575 + VAT

Tax in Company Accounts

ONLY
£395

This course covers the accounting entries and disclosure requirements related to the UK corporation tax system for both current tax and deferred tax. For deferred tax the emphasis is on methodology and the differences in methodology between FRS 19 and IAS 12 will be explored.

Speaker: Anne Mathieson, BA, FCA, CTA. Lecturer and Tax Practitioner.

Date: 16 November 2011
22 February 2012

Member: £315 + VAT
Non Member: £395 + VAT

Technical Update on IFRS

This course will bring you up to date with the IFRSs that are issued, amended or become effective in 2011. It will also provide an opportunity to consider Exposure drafts that are in issue at the time of the course.

Speaker: Claire Dean, BSc, FCA, Finance Training Ltd

Date: 26 October 2011
14 December 2011

Member: £315 + VAT
Non Member: £575 + VAT

Capital Investment Appraisal

Learn how to tackle real life capital investment appraisal issues. This course provides a refresher on essential discounted cash flow calculations and focuses on the practical application of investment appraisal techniques from evaluating the investment opportunity through to performing a post investment audit.

Speaker: Sue Turner, BSc, ACA. Consultant, Finance into Focus.

Date: 4 October 2011
2 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Managing your Banking Relationships



This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities.

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Maximising the Contribution of the Finance Function

Many finance functions are being challenged by their organisations to become more commercial. This course looks at the challenges involved in this, and offers practical insights into how to combine the business partner, value adding components of finance with its traditional control and governance role.

Speaker: Kevin Bounds, MA, MBA, ACA, Briefcase Consulting Ltd.

Date: 12 October 2011
20 March 2012

Member: £315 + VAT
Non Member: £575 + VAT

Mergers and Acquisitions - An Introduction

This course will cover the entire M&A process, from making the decision to pursue a growth strategy through to integration of the target. Case studies based on real life M&A activity will be used throughout the course to illustrate points.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 8 December 2011

Member: £315 + VAT
Non Member: £575 + VAT

Essential Finance for Non-Finance Managers - Part 2

This course builds on part 1 of Essential Finance for Non-Finance Managers and provides an understanding of how financial techniques can be used to aid decision making in a business.

Speaker: Robert Britton Independent trainer and Consultant.

Date: 8 December 2011
18 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Interpreting Accounts and Financial Analysis (2 Days)

This two-day course provides delegates with the core accounting principles they need to be aware of to read a set of accounts effectively. The course covers basic accounting principles and financial analysis skills, explains the real meaning of accounting jargon and how to measure financial performance.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 15 & 16 November 2011
6 & 7 February 2012

Member: £630 + VAT
Non Member: £790 + VAT

Introduction to the City

The City of London continues to maintain its position as a focal point for the world's financial markets and is home to the UK's financial services industry. We will attempt to de-mystify the jargon, discuss financial services providers, banks and the key financial markets and how they work.

The markets continue to evolve, and new initiatives are looked at. The future of the City should be of concern and interest to all.

Speaker: Derek Taylor, Taylor Associates.

Date: 27 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Understanding Accounts

This course is intended for those with no previous accounting experience who need a set of accounts demystified. It will explain the real meaning of complex accounting jargon as well as providing delegates with the key financial skills they need to be able to understand the meaning of a set of accounts.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 5 October 2011
6 December 2011

16 May 2012

Member: £315 + VAT
Non Member: £395 + VAT

Accounting Principles 2 - Accounting Adjustments

This course builds on the basic principles covered in the basic accounting principles course and develops these important concepts further. The course will enable those working in the accounting and finance functions to understand how these more complex book-keeping functions work, and interact with each other.

Speaker: Jacqueline Williams, LLB, FCMA, Independent Lecturer and Consultant.

Date: 7 December 2011
3 February 2012

18 May 2012

Member: £315 + VAT
Non Member: £395 + VAT

Essential Finance for Non-Finance Managers - Part 1

This course covers the core areas of finance and accounting that are essential knowledge for managers from any discipline. Participants will leave the course with a sound grasp of financial terminology and concepts, including a good working knowledge of the three key financial statements.

Speaker: Robert Britton Independent trainer and Consultant.

Date: 7 December 2011
17 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Financial Awareness for PAs and Secretaries

This course aims to provide the essential awareness and understanding of financial issues which is needed by the personal assistant to contribute in a proactive role. Accounting jargon will be clearly explained.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 12 October 2011

Member: £315 + VAT
Non Member: £395 + VAT

Introduction to Banking and Finance (2 days)

This is a highly participative two-day programme designed for those who are new to the world of banking and international finance, but who do not necessarily have a financial background. It will look at the market participants - the buy side and the sell side, and explore the various financial instruments and discuss their uses and practical applications.

Speaker: Derek Taylor, Taylor Associates.

Date: 13 & 14 December 2011
12 & 13 April 2012

Member: £630 + VAT
Non Member: £790 + VAT

Practical Budgeting

Avoid common budgeting pitfalls by obtaining the practical skills to prepare and manage a budget. Following the course participants will be able to contribute effectively to the budgeting process, proactively manage their budget, and interpret budget data.

Speaker: Sue Turner, BSc, ACA, Consultant, Finance into Focus.

Date: 14 November 2011
6 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Accounting Principles 1 - Posting Basic Transactions (2 Days)

This course will explore the mystery of double entry postings, and other basic accounting principles necessary for those involved in various book-keeping and finance related tasks. It will help illustrate how entries are posted in computerised accounting ledgers and will show how sales, purchases and other accounting transactions relate to each other.

Speaker: Jacqueline Williams, LLB, FCMA, Independent Lecturer and Consultant.

Date: 5 & 6 December 2011
1 & 2 February 2012

Member: £630 + VAT
Non Member: £790 + VAT

Accounting Principles for Tax Department Staff

This one-day course provides tax department staff with the core accounting principles they need to be aware of to be effective. The course covers basic accounting principles and the impact of recent UK and international accounting standards. The course will also provide the basic knowledge of accounting required for those wishing to attend the Tax in Company Accounts course.

Speaker: Deborah Morton-Dare, BSc, ACA, Independent Lecturer and Consultant.

Date: 23 November 2011
3 April 2012

Member: £315 + VAT
Non Member: £395 + VAT

Company Valuations & Analysis

This course will explain how to analyse a business from a financial perspective using a range of key performance indicators. The analysis will cover profitability, return on invested capital, leverage, working capital management, asset utilisation and cash flow generation.

Speaker: Alison Hennell, BSc, ACA, Consultant, Finance into Focus.

Date: 1 December 2011
2 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Debt Recovery Workshop

ONLY
£395

The course is designed to provide practitioners with a detailed understanding of the complete debt recovery process from initial credit control considerations all the way through the litigation process and enforcement.

Speaker: Sharon Housden is a Legal Executive with 15 years experience of working in debt recovery and enforcement.

Date: 14 March 2012

Member: £315 + VAT
Non Member: £395 + VAT

Islamic Finance



This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities.

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Practical Tax Issues Relating to Expatriate Employees

HMRC is increasingly interested in the tax affairs of inward and outward bound expatriate employees. Payroll managers dealing with these movements of employees face a rigorous compliance environment. As movement of labour on the international markets becomes an ever more commonplace event this course provides an opportunity for those dealing with these issues to review their knowledge of the practical matters to be dealt with on the PAYE affairs of such employees.

Speaker: Russell Cockburn, BSc, Former Inspector of Taxes, Tax Consultant.

Date: 16 November 2011

Member: £315 + VAT
Non Member: £575 + VAT

Credit Control Workshop - The Collection Programme

ONLY
£395

The course explores best practice credit collection techniques from maintaining and updating the debtors ledger to making effective telephone calls, and more. At the end of the course participants will benefit from an understanding of a wide variety of credit management and collection techniques, increasing confidence in collection.

Speaker: Sue Turner, BSc, ACA, Consultant, Finance into Focus.

Date: 5 December 2011 3 April 2012
17 January 2012

Member: £315 + VAT
Non Member: £395 + VAT

Derivatives for Support Staff

This course will concentrate on how derivatives products are used and review simple structures of each of the key products - futures, swaps and options. We will also overview basic OTC derivatives documentation. Jargon and market terminology will be fully explained, and the risks and rewards will be discussed. No prior knowledge is assumed.

Speaker: Derek Taylor, Taylor Associates.

Date: 12 October 2011
4 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Payroll Workshop

ONLY
£395

The objective of this course is to enable those within an organisation who are responsible for the payroll to better understand the basic principles and requirements for the operation of their PAYE scheme and to deal correctly with HMRC.

Speaker: Russell Cockburn, BSc, Former Inspector of Taxes, Tax Consultant.

Date: 24 November 2011
7 March 2012

Member: £315 + VAT
Non Member: £395 + VAT



Project Management for Finance Managers

This practical one-day course will address the problems faced by Finance Managers and their staff when undertaking projects.

Speaker: David Bailey, BA, FBIM, FInstD, MBCS

Date: 27 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

VAT for Accounts Payable Staff

ONLY
£395

The course is designed to enable delegates to recognise recoverable and non-recoverable input tax and to be aware of evidence required for input tax recovery. At the end of the course delegates will be able to review typical invoices and state whether or not VAT can be recovered.

Speaker: Tim Buss, AIIIT, VAT Consultant.

Date: 1 November 2011 7 March 2012
8 December 2011 18 April 2012
11 January 2012

Member: £315 + VAT
Non Member: £395 + VAT

Treasury for Support Staff

This course will demystify the treasury department, where staff may appear to speak a different language – using terms like swaps, derivatives, LIBOR, marking-to-market, etc. We will look at their roles and responsibilities, who they interface with and look at some of the traditional treasury techniques. No prior knowledge is assumed and all terminology will be fully explained. A full glossary of terms will be provided.

Speaker: Derek Taylor, Taylor Associates.

Date: 18 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

VAT for Accounts Receivable

ONLY
£395

To gain an understanding as to how VAT works and the procedures for accounting for VAT on transactions. As well as enabling attendees to gain an understanding of the general points, there will be time in the course for issues specific to individual participant's circumstances to be addressed.

Speaker: Tim Buss, AIIIT, VAT Consultant.

Date: 9 December 2011
8 March 2012

Member: £315 + VAT
Non Member: £395 + VAT



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Join one of our membership schemes and attend any one of our 200 course titles for just £315 + VAT.

Members also receive free access to our quarterly update webinars 'Financial Reporting Update' and 'Business Tax Update'.

These last approximately 45 minutes and can be viewed at anytime. Links to the webinars are sent to members in our monthly news email and are archived in the members' section of the website.

With 8 such webinars per year, this amounts to approximately 6 hours of free CPD per year.

Quorum Membership also gives you:

- A special rate of £315+VAT on all of our courses – a saving of £260 on each course.
- A dedicated account manager to help you plan and manage your training
- Access to a member's only area of our website which provides easy booking, access to the quarterly webinars and the CPD tracking tools.
- A monthly news offering access to the quarterly webinars, accountancy and tax news, special offers and information on hot courses.
- An annual members conference
- Discounts on London hotels.

Membership Costs:	
Individual membership	£250+VAT per annum
Small Organisation	£350+VAT per annum
Large Organisation	£550+VAT per annum

