

Vision

To Be The Source and Symbol of Management Excellence

Mission

NIM shall remain the prime driver of management standards and values, in all ramification, and a veritable change agent in strategic transformation, delivering



Venue of Courses

Lagos

Nigerian Institute of Management (Chartered)
Management House, Plot 22, Idowu Taylor Street
Victoria Island, P.O. Box 2557, Lagos, Nigeria
Tel: 01-2705367, 2704045, 08052597205,
08052597223
E-mail: training@managementnigeria.org
Website: www.managementnigeria.org

Abuja

Nigerian Institute of Management (Chartered)
4 Kaltungo Street, Off Egbedi Close
Off Ladoke Akintola Boulevard,
Garki 2, Abuja
Tel: 09-6706604, 08052597213, 08052597234
E-mail: nimabuja@managementnigeria.org

Port Harcourt

Nigerian Institute of Management (Chartered)
7 Lord Emmanuel Drive
By Airforce Bustop, Beside Big Treat
Rumumasi, Port Harcourt
Tel: 084-578569, 08052597216, 08052597251
E-mail: nimph@managementnigeria.org

Enugu

Nigerian Institute of Management (Chartered)
6, Ukeje Street, Upper New Haven
Enugu
Tel: 08052597235
E-mail: nimenugu@managementnigeria.org

Ibadan

Nigerian Institute of Management (Chartered)
Premium House, Jericho (Opp. Heinemann Book
Publishers)
Ibadan, Oyo State
Tel: 02-7515482, 08052597241
E-mail: nimibadan@managementnigeria.org

Benin

Nigerian Institute of Management (Chartered)
7, Tony Anenih Avenue, Off Boundary Road
GRA, Benin City
Edo State
Tel: 052-464072, 08052597209
E-mail: nimbenin@managementnigeria.org

Kano

Nigerian Institute of Management (Chartered)
79, Club Road, (Near Customs Area Office)
Bompai, Kano
Kano State
Tel: 08052597215
E-mail: nimkano@managementnigeria.org

Gombe

Nigerian Institute of Management (Chartered)
13, Sharu Road, Opp. Conoil Filling Station
New GRA, Gombe
Tel: 08052597217
E-mail: nimgombe@managementnigeria.org

Makurdi:

Nigerian Institute of Management (Chartered)
28, Iyorchia Ayu Road, Wurukum, Makurdi
P.O.Box 1077, Makurdi
Benue State
Tel: 08052597218
E-mail: nimmakurdi@managementnigeria.org

For Reservations/Registrations Call:

M. O. Lakanu, MNIM
Registrar/Chief Executive
Nigerian Institute of Management
(Chartered)
22, Idowu Taylor Street, Victoria Island,
Lagos.
Tel: 08033052908
E-mail: lakanumo@yahoo.com

Dr. Yahaya Onipe, MNIM
Head, Learning Management
Tel: 080 3606 4334
E-mail: yonipe@yahoo.com

Charles Ade, Oladimeji, MNIM
Director, Capacity Building
Tel: 08030769222, 08023033776
E-mail: charles@managementnigeria.org
Cadeoladi2@yahoo.com

HELP LINES

Moji Olukoga: 08023636495 e-mail: moj@managementnigeria.org
Bimpe Onifade: 08056631611 e-mail: onifade@managementnigeria.org
Lucy Ukoko: 08052597244 e-mail: lucyukoko@managementnigeria.org

Or e-mail training@managementnigeria.org



**FINANCE AND ACCOUNTING
MANAGEMENT
COURSES**

FINANCE AND ACCOUNTING MANAGEMENT COURSES

IMPROVING ACCOUNTING COMPETENCE FOR OFFICERS AND SUPERVISORS IN ACCOUNTS DEPARTMENTS

This programme focuses on basic accounting concepts and processes. It is designed for middle level employees who work in the Accounting department and have need to improve their knowledge of accounting. The course will also be useful for all those who use accounting information for routine decision making.

At the end of the programme, participants would be able to understand all the fundamental aspects of Business Accounting and gain confidence in producing and dealing with financial and accounting reports.

Content

- ▶ Accounting Principles and Concepts
- ▶ Systematic Processing of Transactions in Accounting Books
- ▶ Understanding Income Statements
- ▶ Appreciating the Balance Sheet
- ▶ Prevention and Detection of Errors and Fraud
- ▶ Reconciliation Statements
- ▶ Budgeting and Budgetary Control Reports
- ▶ IT Applications in Basic Accounting jobs

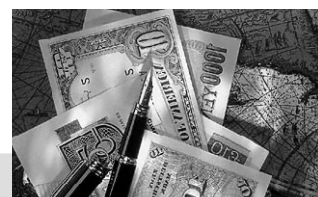
Who Should Attend

Accounts Staff, Data Entry Operators, Cashiers, Admin Assistants, and Entrepreneurs who need basic knowledge of accounting.

DATE/VENUE:

LAGOS	ABUJA	P/H	IBADAN	BENIN	KANO
Feb. 21 - 25	Oct. 3 - 7	April 11 - 15 Aug. 15 - 19	April 11 - 15 Sept. 19 - 23	July 11 - 15	March 7 - 11 Aug. 8 - 12

DURATION:	- 5 Days
FEE: Members	- 80,000.00
Non Members	- 85,000.00



COMPUTER APPLICATIONS FOR FINANCE AND ACCOUNTING OFFICERS

The use of information technology permeates all aspects of human activity including accounting. Virtually all modern organizations process transactions with the use of computers.

This programme is aimed at enhancing the IT knowledge and skills of accounting officers to enable them process data faster and accurately.

Content

- ▶ Overview of IT in Finance and Accounting
- ▶ Exploiting Ms-Excel in Finance and Accounting Functions
- ▶ Cash Flow Analysis; The IT perspective.
- ▶ Reconciliation of Statements from Banks and Inter Branch Transactions
- ▶ Maintaining Asset Register and Depreciation Schedules
- ▶ E-Payment Solutions
- ▶ Internal Control and Security Over a Computerized Accounting System

Who Should Attend

Officers in Accounts Departments and all those who need IT knowledge to perform more effectively.

DATE/VENUE:

LAGOS	ABUJA	P/H	BENIN	KANO
March 14 - 18	Oct. 17- 21	Feb. 21 - 25 June 13 - 17	Oct. 3 - 7	April 18 - 22

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00

FINANCE AND ACCOUNTING MANAGEMENT COURSES

CORPORATE CASH MANAGEMENT AND CONTROL

As engine oil lubricates the engine of a motor vehicle, so does liquidity lubricate the operations of an organization. Today's business environment is such that suppliers are demanding that payments should be made early while customers have learnt to delay payments. An organization that cannot meet up with its cash obligations will hardly survive even where it is generating profit because bills are settled with cash, not profits.

At the end of this programme, participants will be introduced to the current trends in cash management. They will understand how to optimize receivables and payables to ensure stability. They will also be exposed to opportunities available for investing idle cash successfully to enhance growth and profitability.

Content

- ▶ Relevance of Liquidity in organizational stability and growth
- ▶ Cash Management Systems
- ▶ Cash Flow Analysis and Application of Cash Budgets
- ▶ Maintenance of Adequate Records for Cash
- ▶ Handling Bank Reconciliation
- ▶ Cash Audit Techniques
- ▶ Security and Control of Cash in a Corporate Environment
- ▶ Investment Options in the Face of Economic Meltdown

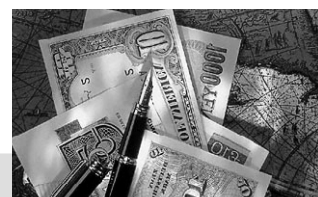
Who Should Attend

Cash Officers, Accounts Managers, Treasury Officers, Credit Control Officers, Budget Officers, Banking Relationship Officers, Internal Auditors, and officers involved in receiving and disbursing cash.

DATE/VENUE:

LAGOS	ABUJA	P/H	IBADAN	BENIN	KANO	MAKURDI
April 11 - 15	Aug. 1 - 5	April 18 - 22	April 11 - 15	July 18 - 22	June 6 - 10	Aug. 22 - 26

DURATION: - 5 Days
FEE: Members - 80,000.00
 Non Members - 85,000.00



ENHANCING THE SKILLS AND COMPETENCIES OF ACCOUNTING OFFICERS

It is often said that Accounting is the language of business. Thus keeping your accounting officers and supervisors well grounded in modern skills is central to success.

This programme is designed to assist participants understand the need for completeness, accuracy, speed in generating accounting information. They will also learn how to use accounting records and financial data in decision making.

Content

- ▶ Overview of the Accounting Cycle
- ▶ Financial Reporting Systems
- ▶ Budgeting and Budgetary Control Procedures
- ▶ Managing Receivables and Payables
- ▶ Use of Ms Excel in Finance and Accounting
- ▶ Understanding the use of Accounting Software
- ▶ Techniques for Timely Preparation of Bank Reconciliation Statements

Who Should Attend

Officers and Supervisors in Accounts Departments, Data Entry Operators, Budget Officers.

DATE/VENUE:

LAGOS	P/H	IBADAN	BENIN	KANO	ENUGU
May 2 - 6	June 13 - 17 Nov. 21 - 25	April 11 - 15 July 18 - 22	July 25 - 29	July 11 - 15	June 13 - 17

DURATION: - 5 Days
Members - 85,000.00
Non Members - 90,000.00

FINANCE AND ACCOUNTING MANAGEMENT COURSES

MANAGING A COMPUTERIZED FINANCE AND ACCOUNTING DEPARTMENT

Financial information is critical to the success of every business. Important business decisions depend on having up-to-date flow of accounting information. Having installed a computerized accounting system, it is important to manage the system in a way that ensures delivery of the right information to the right users, at the right time.

This programme is designed to assist participants understand the information capabilities of a computerized accounting system and leverage on this knowledge for speed, accuracy and flexibility.

Content

- ▶ Overview of Financial Reporting Systems
- ▶ Peculiarities of a Computerized Accounting System
- ▶ Procedure for computerizing an Accounting System
- ▶ Overcoming the Challenges of Software Implementation
- ▶ Maximizing the Benefits of Computerization
- ▶ Control and Security over a Computerized Accounting System

Who Should Attend

Accountants, Accounting Managers, Heads of Accounting Departments, Financial Planners, Auditors, Cost and Management Accountants, Accounting Officers and professionals.

DATE/VENUE:

LAGOS	ABUJA	P/H	IBADAN	KANO
May 30 - June 3	July 25 - 29	March 28 - April 1	Aug. 29 - Sept. 2 Dec. 12 - 16	Aug. 15 - 19

DURATION: - 5 Days
FEE: Members - 80,000.00
 Non Members - 85,000.00



OVERCOMING THE CHALLENGES OF BUDGETING AND BUDGETARY CONTROL

Financial Planning is a continuous process that flows with the overall organizational strategy. As a managerial tool for planning and control, budgeting should be a value-adding activity that helps an organization to achieve its strategic objectives. In most cases this is not so due to certain internal and environmental challenges.

This programme is aimed at equipping participants with the skills needed to design budgets and use them effectively for control purposes and overcome the attendant implementation challenges.

Content

- ▶ The Role of Budgeting
- ▶ Preparation of Functional Budgets
- ▶ Harmonizing with Master Budgets
- ▶ Operational Budgeting Techniques
- ▶ Capital Budgeting Techniques
- ▶ Budgetary Control and Responsibility

Who Should Attend

Budget Officers, Finance Managers, Project Managers, Accountants, Financial Planners, Admin Managers, Human Resources Managers and those handling targets, reward and performance management.

DATE/VENUE:

LAGOS	ABUJA	P/H	IBADAN	BENIN	KANO	ENUGU	MAKURDI
June 20 - 24	June 27 - July 1	June 27 - Aug. 1 Dec. 5 - 9	March 28 - April 1	Nov. 21 - 25	Sept. 26 - 30	July 5 - 9	July 5 - 9

DURATION: - 5 Days
Members - 80,000.00
Non Members - 85,000.00

FINANCE AND ACCOUNTING MANAGEMENT COURSES

STRATEGIC COST MANAGEMENT

Cost control is a fundamental responsibility of management especially in this period of Economic Meltdown. A lazy approach would be to cut costs by lowering product quality, reducing salaries, laying off employees, and other activities that would have long-term adverse effects.

This programme is designed to assist participants instill a culture of cost consciousness in their departments and managing costs strategically in a manner that would ensure efficiency in operations without compromising service quality and employee motivation.

Content

- ▶ Overview of Cost Management
- ▶ Systematic Procedure for Cost Control
- ▶ Application of Kaizen Technique
- ▶ Budgetary Control of Costs
- ▶ Cost Control as a Competitive Strategy
- ▶ Managing the Downside of Cost Control

Who Should Attend

Financial Controllers, Cost and Management Accountants, Project Managers, Admin and Infrastructure Managers, Business Development Managers, and all officers who handle expenditures.

DATE/VENUE:

LAGOS	ABUJA	P/H	IBADAN	BENIN	KANO	MAKURDI	GOMBE
July 18 - 20	Feb. 7 - 11	March 21 - 23	June 13 - 15 Sept. 12- 14	Aug. 15 - 17	Nov. 14 - 16	July 5 - 9	Oct. 3 - 7

DURATION: - 3 Days
FEE: Members - 75, 000.00
 Non Members - 80, 000.00



TAX PLANNING AND ADMINISTRATION

In recent times, the tax collection machinery of government has been keenly focused on corporate organizations and self-employed individuals. Therefore there is need for businesses to strategically arrange their financial affairs so as to minimize incidence of taxes. This is the goal of Tax planning and administration.

At the end of the programme, participants will be equipped with current information on tax matters along with helpful tips to enable them deal with representatives of tax boards, avoid penalties and plan for tax payment in the most efficient manner.

Content

- ▶ Overview of Tax Planning and Administration
- ▶ Optimizing PIT through Efficient Salary Restructuring.
- ▶ Effective Management of Capital Gains Tax and Capital Allowances
- ▶ Withholding Tax Systems
- ▶ Regulatory Frameworks for Tax Remittance
- ▶ Value Added Tax Processing
- ▶ Combating Tax Evasion

Who Should Attend

Tax Officers in Private and Public Sectors, Accountants, Tax Planners.

DATE/VENUE:

LAGOS	ABUJA	P/H	KANO
Aug. 22 - 26	Sept. 19 - 23	Oct. 3 - 7	April 4 - 8

DURATION: - 5 Days
Members - 85, 000.00
Non Members - 90, 000.00

FINANCE AND ACCOUNTING MANAGEMENT COURSES

INTERNAL AUDIT AND COMPLIANCE MANAGEMENT

As operations of an organization increases in size and complexity, it becomes more challenging for the Internal Auditor to design and implement specific audit procedures required to ensure adherence to policies and procedures laid down by management.

At the end of this programme, participants will have a firm grasp of internal control procedures and also appreciate the role of the internal audit function in business auto piloting and service delivery.

Content

- ▶ Overview of the Internal Audit Function
- ▶ Installation and Maintenance of Internal Control Systems
- ▶ Creating an enabling environment for Internal Controls
- ▶ Internal Audit as a Tool for Achieving Effective Corporate Governance
- ▶ Application of IT in Internal Audit
- ▶ Symptoms of Ineffective Internal Controls
- ▶ Managing the External Auditor

Who Should Attend

Internal Auditors, Financial Controllers, Accountants and all officers who have audit responsibilities.

DATE/VENUE:	LAGOS	ABUJA	P/H	IBADAN	BENIN	KANO	MAKURDI
	Oct 3 - 7	April 4 - 8	May 9 - 13	July 18 - 22	Nov. 7 - 11	May 9 - 13	Nov. 14 - 18

DURATION:	- 5 Days
FEE: Members	- 85, 000.00
Non Members	- 90, 000.00



EFFECTIVE MANAGEMENT OF E-PAYMENT SYSTEMS

Electronic Payment System is now generally acclaimed as the most preferable way of payment, both in the private and public sectors of the economy. Though the deployment of e-payment like any other new technology has its challenges, the benefits of transparency and accountability far outweigh the challenges.

This programme is designed to train participants on the use of e-payment technology and methods of reconciling payments to workers and contractors with accounting records.

Content

- ▶ Overview of electronic banking products
- ▶ Designing a Framework for e-payment.
- ▶ Processing of e-payment transactions
- ▶ Managing the Risks of e-payment
- ▶ Managing the e-payment department
- ▶ Overcoming the challenges of e-payment.

Who Should Attend

Accountants, Bankers, Payroll Officers, Treasury Officers, Admin Officers, Accounts officers in ministries and parastatals, and all those who make or receive payments electronically.

DATE/VENUE:	LAGOS	ABUJA	P/H	KANO	BENIN
	Nov. 14 - 18	Sept. 12 - 16	July 4 - 8 Dec. 5 - 9	June 13 - 17	June 13 - 17

DURATION:	- 5 Days
Members	- 80, 000.00
Non Members	- 85, 000.00