

Accounting Procedures in Companies Program

Apply sound accounting practices to ensure accuracy, compliance, and informed decision-making



UNLOCK FINANCIAL INTEGRITY

Build financial accuracy,
compliance, and
organisational trust **through
correct accounting practice**

Sound accounting procedures are fundamental to the financial integrity, legal compliance, and operational stability of companies. Professionals working in accounting and finance roles are expected not only to understand accounting principles, but to apply them correctly within organisational, legal, and regulatory frameworks.

This programme helps participants bridge the gap between accounting theory and workplace application, ensuring financial transactions are recorded accurately, financial statements are prepared correctly, and accounting work supports organisational decision-making and compliance.

WHY ACCOUNTING PROCEDURES MATTER

In corporate environments, accounting accuracy directly affects financial control, compliance, and business decisions.

Without strong accounting procedures, organisations may experience:

- Errors in financial records and reporting
- Non-compliance with legal or tax requirements
- Weak financial visibility for management
- Increased operational and regulatory risk
- Poor decision-making based on unreliable data

Accounting Procedures in Companies equips participants with the practical skills and structured understanding needed to apply accounting correctly and consistently in real workplace settings.

PROGRAMME OVERVIEW

The Accounting Procedures in Companies Program helps participants understand:

- Core accounting concepts and principles
- How financial transactions are recorded and processed
- The accounting cycle in corporate environments
- How to prepare and analyse basic financial statements
- Legal and tax-related accounting requirements
- How accounting information supports management decisions

The programme places strong emphasis on practical application, enabling participants to apply accounting procedures accurately in their daily work and improve the quality and reliability of financial information.

The result:

More accurate accounting practices, stronger compliance, and better financial decision support.

Accounting is not just about recording numbers.

It is about providing reliable information that organisations depend on.

Accredited and **quality assured**



What this programme Prepares you to do

Accounting Procedures in Companies equips professionals with the capability to perform accounting tasks accurately within corporate environments, ensuring compliance with organisational, legal, and regulatory standards.

The programme focuses on real-world application, enabling participants to translate accounting knowledge into effective workplace practice.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Understand core accounting concepts and principles
- Record and process financial transactions accurately
- Apply accounting procedures in corporate environments
- Prepare basic financial statements in line with accepted practices
- Analyse financial statements to support management decisions
- Understand legal and tax-related accounting requirements
- Apply accounting procedures in compliance with organisational and regulatory standards
- Interpret financial data to support administrative and managerial decision-making

OUTCOMES FOR PARTICIPANTS

- Apply accounting procedures accurately within companies
- Record and process financial transactions using correct methods
- Prepare and review basic financial statements
- Analyse financial information to support decision-making
- Comply with legal and tax-related accounting requirements
- Reduce errors through correct application of accounting procedures
- Translate accounting knowledge into effective workplace practice

Programme structure and **delivery options**

Programme Duration

160 learning hours
(40 training days)

Delivery Format

Online
instructor-led training
Subject Matter Expert

Flexible Delivery

Adaptable for organisational requirements and cohort-based delivery

Organisation Bundles

Organisational packages and volume discounts available

Instructor-led delivery

Every training unit is delivered by subject-matter experts with real-world accounting and corporate experience – ensuring learning is practical, compliant, and directly applicable to workplace requirements.

HOW LEARNING IS APPLIED

This programme focuses on applying accounting procedures in real corporate environments, where accuracy, compliance, and consistency are critical.

Participants work through real-world scenarios, guided discussions, and practical exercises to ensure learning translates into correct accounting practice – not theory alone.

PARTICIPANTS EXPLORE

- ✓ Core accounting concepts and the accounting cycle
- ✓ Recording revenues, expenses, assets, and liabilities
- ✓ Preparing balance sheets, income statements, and cash flow statements
- ✓ Analysing financial statements at a basic level
- ✓ Applying legal and tax-related accounting requirements
- ✓ Using accounting information to support administrative and management decisions

THIS PROGRAMME IS DESIGNED FOR

- Administrative professionals seeking to understand accounting procedures
- Graduates in accounting, business administration, economics, or related fields
- Employees wishing to strengthen practical accounting skills

COURSE PREREQUISITES

No advanced accounting qualification is required.

The programme is suitable for participants seeking to build or strengthen practical accounting capability in corporate environments.

PROGRAMME DELIVERY

- Online instructor-led training
- Practical and interactive sessions
- Real-world scenarios and guided discussions

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply accounting procedures directly to real workplace tasks.

Financial Accuracy

Reduce errors and improve reliability of financial records.

Regulatory Compliance

Meet legal and tax-related accounting requirements.

Better Decision Support

Provide management with accurate, useful financial information.

The result:

Stronger accounting practices. Greater compliance.

And professionals who contribute to financial stability and informed decision-making where it matters.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.



DESIGN

Build training that fits the sector

- Immediate operational impact, because training is built around real sector challenges.



DELIVER

Teach through Saudi SMEs and practitioners

- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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Training that fits your world

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