



# ACCOUNTING & FINANCE ACADEMY

## INTRODUCTION

The BIBF is a semi-government training institute affiliated with the Central Bank of Bahrain, established in 1981. The Institute plays a vital role in the training and development of human capital in Bahrain and beyond.

The BIBF's commitment to excellence has strengthened its position as the leading educational provider across all major business disciplines. The Institute serves as a partner to numerous world-class institutions; delivering Thought Leadership, Assessment and Training in the areas of Banking, Islamic Finance, Executive Development, Accounting and Finance, Academic Studies, Leadership and Management, Insurance, Digital Transformation and Project Management and Supply Chain Management; resulting in a complete business solution.

**BANKING & FINANCE**

**ISLAMIC FINANCE**

**DIGITAL TRANSFORMATION  
& PROJECT MANAGEMENT**

**INSURANCE**

**LEADERSHIP & MANAGEMENT**

**EXECUTIVE EDUCATION**

**ACADEMIC STUDIES**

## GLOBAL REACH

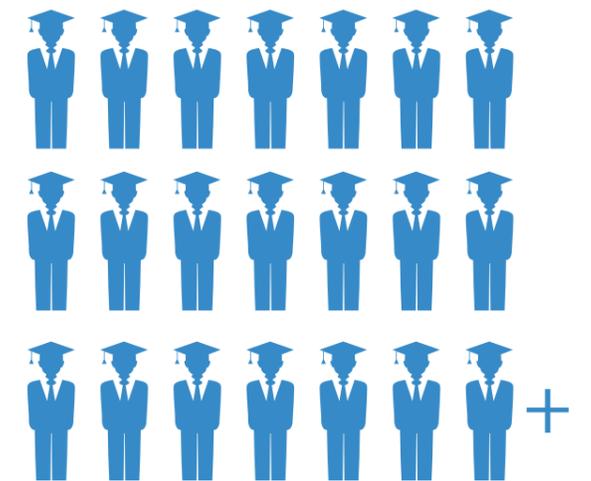


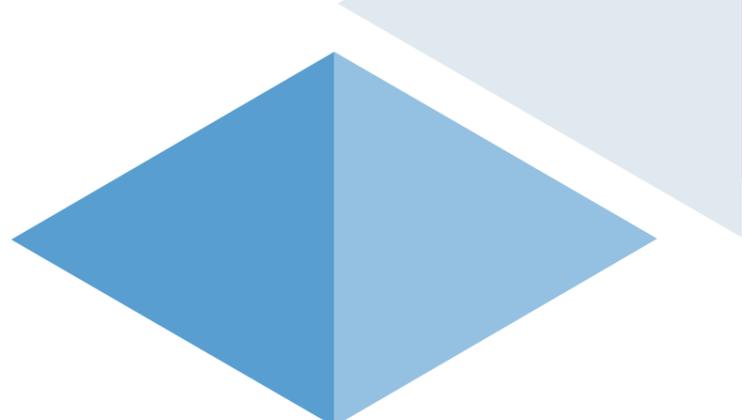
The BIBF qualifies over **20,000** learners a year across all major business disciplines and economic sectors. Since its establishment, it has provided training and development opportunities in 64 countries giving the institute a global footprint.

The BIBF has delivered training to over

# 360,000

since its inception in 1981





## ABOUT THE ACADEMY

In an ever-changing and evolving business landscape, the one constant is the performance reporting metrics that businesses employ to report their performance and position. Understanding the key revenues and resource variables that drive business excellence and create sustainable competitive advantages are paramount and will continue to be the benchmark that a corporation's performance is measured by. Financial statements provide a vital conduit to understand the connection between the corporate strategy and the value delivered to stakeholders.

The Accounting & Finance Academy focuses on unravelling and excelling in the language of business. In an era of unrivalled automation and outsourcing of business processes, the ability to master the mysteries of money and its uses, remains fundamental to the sustained success of businesses.

The Academy aims to provide world-class and workplace-relevant knowledge skills through various training courses and professional qualifications to participants who are looking for accounting and finance knowledge to upskill and excel in their careers.

## Awarding Bodies



## Financial Professionals' Core Competencies

- Consistent adoption of ethical practices as a cornerstone of recording, accounting and reporting.
- Agility, flexibility and adaptability in embracing the fast-paced, data-driven, information oriented and analytics-based business environment.
- Understanding and implementing high quality, globally convergent financial reporting systems and architecture that supports strategic business decision-making.

## Objectives and Training Strategy

In a fast-paced world of change and uncertainty, the core tenets of strategic management rely on a sound understanding of financial and accounting concepts leading to cutting edge solutions, in problem solving and decision-making. The Accounting and Finance Academy provides a sound grounding in:

- Core Accounting Principles and Standards
- Financial Reporting Processes
- Financial Analysis
- Financial Modelling

The Academy's training strategy deploys a portfolio of course materials which include best practice training methods, case-studies, in-session exercises, hands-on practice on vignettes and group work as well as a robust series of assessments designed to introduce, train and empower the learners to excel at the workplace. The courses are delivered in person as well as virtually through the BIBF's award-winning, custom-built MyClass platform for live training.

**THE ACCOUNTING ACADEMY**

will provide courses in the following areas:

- 
**Financial Reporting & Management**
- 
**Financial Planning & Budgeting**
- 
**Regulatory Reporting**
- 
**Finance for Non-Finance Professionals**

**Transformational Competencies**

The Academy provides training for entry-level, mid-level and senior-level executives who are entering, engaged in or seek to excel in core accounting and finance functions. The Academy provides comprehensive learning solutions to staff of all the three levels of the organisation, leading to applicable skills delivered through a mix of knowledge and practical applications. With a wide array of in-depth courses to choose from, your learning journey can be as detailed and customised as you prefer. Ranging from understanding financial statements to financial statement analysis to advanced financial analysis, and financial modelling, the Academy provides a portfolio of solutions catering to a rewarding learning and development journey.



# PROGRAMMES

**Legend**

 FOUNDATION	 INTERMEDIATE	 ADVANCED	 PROFESSIONAL QUALIFICATION
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## FINANCIAL REPORTING & MANAGEMENT



### Basic Business Mathematics

This course provides participants with the basic mathematical skills required within the financial services sector and prepares them for future-related training programmes. These skills will be required by participants in all banking and finance courses. Upon successful completion of this course, participants will be able to solve basic mathematical problems with confidence including arithmetic, fractions, decimals, algebra, percentage and ratios, and interest.



**Duration 4 days**

### Accounting 1 – Recording Financial Transactions

The BIBF provides a comprehensive course for beginners to learn the fundamental concepts, principles, and rules of financial accounting practices. The main topics include Fundamentals of Accounting, Double Entry Bookkeeping, Ledgers & Trial Balance, Final Accounts, Sales, Purchases & Cash Daybooks, Accounting Errors & their rectification, Suspense Account and Bank Reconciliation Statements.



**Duration 10 days**

### Understanding Financial Statements

This course provides participants with the knowledge to read and understand published financial statements and the notes. The course will also address some important International Financial Reporting Standards (IFRS).



**Duration 3 days**

### IFRS for Financial Institutions

This course is intended to provide an insight into the IFRS applicable for financial institutions. The IFRS is the go-to mode of preparing financial statements resulting in increasing demand for competence in IFRS Standards. This course seeks to provide users and preparers of financial statements with the necessary knowledge of IFRS for proper application.



**Duration 5 days**

### Financial Statement Analysis

This course is designed for finance professionals and will enable participants to analyse published financial statements of different commercial entities using different techniques. It will also provide participants the opportunity to apply these techniques in group workshops to live company financial statements.



**Duration 5 days**

### Intermediate Business Mathematics

This course introduces the intermediate mathematical calculations used in business and in finance. Upon successful completion of this course, participants will be able to explain the concept of time value of money (TVM), concept of discounting and compounding, bonds (notes payable), and valuation techniques using relevant formulas.



**Duration 4 days**

### Effective Presentation of Financial Information

Upon completion of the course, participants will be able to assess the type and quality of financial data and present them in the most suitable form such as text, tables, graphs and charts for management decision-making.



**Duration 3 days**

## US GAAP vs IFRS Reporting

Finance professionals need to be knowledgeable about different reporting standards. This course provides an overview of the US GAAP-based financial statements with a view on understanding their application and points of difference in the IFRS.



**Duration 5 days**

## Financial Reporting Red Flags

This course is designed to introduce participants to the key financial reporting red flags and how information could be misrepresented. Extensive use is made of real-life business cases to illustrate the intended learning objectives. Upon successful completion of this course, participants will be able to assess the quality of financial information and make an informed analysis on the financial health of the business.



**Duration 5 days**

## Accounting for Banks

This course is designed for individuals whose positions require them to know and understand the accounting applications of banking transactions or may be involved in the bookkeeping aspects of these transactions. It is also suitable for those involved in reviewing the financial statements of banks.



**Duration 5 days**

## Understanding Bank Financial Statements

This course provides participants with the knowledge to read and understand banks' financial statements. The course will also analyse the IFRS relevant to banks.



**Duration 3 days**

## Analysing Bank Financial Statements

This course will enable participants to analyse banks' financial statements using different techniques. Participants will also have the opportunity to apply these techniques in group workshops to real bank financial statements and develop an understanding of industry-specific and entity-specific factors.



**Duration 5 days**

## Islamic Accounting Standards

Upon successful completion of this course, participants will be able to apply the Islamic Accounting Standards developed by the Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).



**Duration 5 days**

## Understanding Islamic Bank Financial Statements

This course provides participants with the knowledge to read and understand Islamic banks' financial statements. The course will also provide participants with the opportunity to analyse key accounting standards by the Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).



**Duration 3 days**

## Analysing Islamic Bank Financial Statements

This course will enable participants to analyse Islamic Banks' financial statements using different techniques. Participants will have the opportunity to apply these techniques to real Islamic Banks' financial statements in group workshops and develop an understanding of industry-specific and entity-specific factors.



**Duration 5 days**

## Insurance Accounting

This course is designed for participants who are required to know how to prepare the financial statements of insurance companies. The relevant IFRS will be explained to enable participants to properly prepare the financial statements.



**Duration** 5 days

## Understanding Insurance Companies Financial Statements

This course equips participants with the knowledge to read and understand an insurance company's financial statements. It will also provide participants with the opportunity to analyse the IFRS relevant to the understanding of insurance companies' financial statements.



**Duration** 3 days

## Analysing Insurance Companies Financial Statements

This course will enable participants to analyse financial statements of insurance companies using different techniques. Participants will also have the opportunity to apply these techniques to real insurance companies financial statements in group workshops.



**Duration** 5 days

## FINANCIAL PLANNING & BUDGETING



## Budgeting: Preparation & Control

Participants will learn budgeting techniques and its application. Participants will learn the whole process of budget preparation using different methods, variance analysis, and reporting techniques.



**Duration** 3 days

## Management Accounting for Decision-Making

This course is designed to enhance a participant's understanding of revenue and cost data used in planning, control, decision-making and product pricing. The course focuses on the understanding of budgets and the use of relevant costs for decision-making and product pricing.



**Duration** 5 days

## Working Capital Budgeting and Management

Upon completion of the course, the learners will have a sound understanding of the sources of finance, the components and interconnections between working capital elements, preparation of cash forecasts and cash budgets, and application to financial planning in decision-making.



**Duration** 5 days

## Preparing Financial Statements with Excel

Microsoft Excel is widely used to enter numerical and financial data, compile information, prepare, and present required reports for decision-making purposes. This course provides step-by-step guidance on using excel features, tools, functions, and techniques to create financial statements.



**Duration 4 days**

## Financial Modelling with Excel

The course is designed to introduce participants to the concepts of financial modelling using Excel, with a focus on the formulas relevant to accountants.



**Duration 5 days**

## Advanced Financial Modelling with Excel

This is a highly practical, hands-on course that has been designed to build on the participants' knowledge of Finance and Excel and will strengthen their existing model structuring skills. A structured design strategy will be adopted throughout the course in order to develop the skills of good excel model development. These skills will then be applied to building high quality financial models where participants will have the chance to work on their own models.



**Duration 5 days**

## Introduction to Business Analysis for Financial Decision-Making

The course focuses on the introduction to key business analysis tools such as PESTEL analysis, Porter's 5 Forces, SWOT analysis and its application in decision-making. The course also covers how information for an analysis is gathered.



**Duration 3 days**

## Advanced Business Analysis for Financial Decision-Making

The course builds on the Introduction to the Business Analysis course and progresses to gathering, assessing, analysing and presenting information from imperfect scenarios. The course includes case-studies to analyse financial information. It will teach learners how to gather data from annual reports and other external sources.



**Duration 3 days**

## Advanced Financial Analysis

This course provides participants with a comprehensive understanding of the concepts, methods and tools necessary for financial analysis. Participants are expected to have a good understanding of basic finance and accounting before attending the course.



**Duration 3 days**



## REGULATORY REPORTING



### Understanding CBB Statistical Report Preparation

On successful completion of the course participants will have a sound understanding of the requirements mandated for the CBB Monthly Statistical report. The course also covers practical and best practices skills in preparing the reports.



**Duration 3 days**

### Preparing CBB Mandated Monthly Reports

The course focuses on understanding the objective, structure, content, and best practices in preparing a range of CBB mandated reports.



**Duration 5 days**

### Preparing Prudential Information Report (PIR)

PIR reporting is a critical element of CBB-mandated reporting. The course introduces the structure, reporting requirements, analysis and interpretation the alternative treatments and best practices in preparing the PIR report.



**Duration 3 days**

## FINANCE FOR NON-FINANCE PROFESSIONALS



### Finance for the Non-Finance Managers

This course is designed to introduce participants to basic financial skills, accounting concepts and the ability to interpret the content of financial statements.



**Duration 5 days**

### Budgeting for Non-Finance Managers

Upon completion of the course, participants will have a sound understanding of the foundations of the budgeting process such as the Master Budget and its sub-parts, the principal budgeting factor and be able to prepare a company's budget given the input details.



**Duration 3 days**

### IFRS for Non-Finance Managers

IFRSs are the core reporting standards that are used in the preparation of financial statements. This course provides an overview of the structure, presentation and content of core standards such as IAS 1, IAS 2, IAS 16, IAS 7, IAS 10, IAS 14, and IAS 24 that are relevant to non-finance decision-makers.



**Duration 3 days**

## Financial Analysis for Non-Finance Managers

The course provides participants with a hands-on introduction to financial analysis techniques such as common size analysis, vertical and horizontal analysis, and ratio analysis using live company financials. The participants will analyse and present the interpretation of the information gathered.



**Duration 3 days**



## PROFESSIONAL QUALIFICATIONS

### Certified Public Accountant (CPA)

The BIBF provides the Certified Public Accountant (CPA) exam preparatory course that prepares candidates to sit the Uniform CPA Examination®, which comprises of four sections: Auditing and Attestation (AUD), Business Environment and Concepts (BEC), Financial Accounting and Reporting (FAR), and Regulation (REG).



**Duration Varies by the module**

### Association of Chartered Certified Accountants (ACCA)

The Association of Chartered Certified Accountants is the global professional accounting body offering the "Chartered Certified Accountant" qualification. The ACCA qualification is the world-leading accountancy qualification in the field of Auditing, Accountancy, Financial Reporting, Management, Taxation, and Finance for aspiring professionals providing an opportunity to excel in their careers. Candidates are required to pass 13 examinations and complete an ethics module with post practical experience to become a member of the ACCA.



**Duration Varies by the module**

### Certified Management Accountant (CMA)

The Certified Management Accountant (CMA) offered by the IMA-USA is a 2-part exam that delves into managerial accounting, business analysis, strategy and finance. The focus is on decision-making and forecasting.



**Duration 1 year**

## CONTACT US

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