Finance Administration Controls for Office Professionals Training Course

9 – 13 May 2027
Accra

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Ref: 1119_182622 **Date:** 9 – 13 May 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Finance Administration Controls for Office Professionals Training Course is a one-week course for administrators, assistants, secretaries and coordinators, who leave with a Finance Administration Control Pack. Participants apply a financial document workflow, invoice verification checklist, petty cash control, budget monitoring tracker and expense reconciliation process. The course builds accuracy, authorization, recordkeeping and exception escalation without requiring professional accounting judgments. Agile Leaders Training Center develops finance administration controls for office professionals.

Who Should Attend

- Teams responsible for receiving and routing invoices
- Teams responsible for expense documents and approvals
- Teams responsible for petty cash custody and records
- Teams responsible for departmental budget tracking
- Teams responsible for administrative coordination with finance
- Teams responsible for filing and retrieving transaction evidence

The course assumes participants handle office records and routine approvals, and it leaves out journal preparation, financial statement production, tax advice and professional accounting judgments.

Departments and Industries

The course supports departments and industries that rely on accurate financial administration and document control.

- Administration, executive offices and shared services
- Finance support, purchasing and facilities
- Healthcare, education and professional services
- Retail, hospitality and logistics
- Technology, manufacturing and construction
- Nonprofit and development operations

Learning Objectives

By the end of this course, participants will be able to:

- Apply financial vocabulary to routine office transactions
- Use document checks for invoices and expenses
- Build petty cash and supporting-record controls
- Analyze simple budget variances and commitments
- Compare records and identify reconciliation differences
- Prioritize exceptions for correction and escalation

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Course Agenda

Day 1: Finance Administration Foundations

- Transaction Cycle and Document Flow Map
- Financial Vocabulary and Account Category Guide
- Source Document Identification Matrix
- Authorization Limit and Responsibility Chart
- Financial Filing and Audit Trail Index

Day 2: Invoice and Expense Controls

- Purchase Order, Receipt and Invoice Match Checklist
- Invoice Accuracy and Duplicate Check Method
- Expense Claim Evidence Review Template
- Approval Routing and Status Log
- Payment Exception and Escalation Register

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Day 3: Petty Cash and Reconciliation

- Petty Cash Custody and Access Control Sheet
- Petty Cash Voucher and Receipt Record
- Imprest Replenishment Calculation Method
- Cash Count and Balance Reconciliation Form
- Reconciliation Difference Investigation Log

Day 4: Budget and Finance Coordination

- Departmental Budget Monitoring Tracker
- Commitment, Actual and Available Balance Table
- Budget Variance Identification Method
- Month-End Document Readiness Checklist
- Finance Query and Handover Brief

Day 5: Finance Administration Practice

- Exercise: Classify Office Transaction Documents
- Exercise: Verify an Invoice and Expense File
- Exercise: Reconcile a Petty Cash Record
- Exercise: Update a Departmental Budget Tracker
- Capstone Exercise: Finance Administration Control Pack

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Practical Exercises

The course uses suggested activities to connect financial controls with office routines.

- Suggested activity: match a service invoice to an order, receipt and approval trail
- Suggested activity: reconcile a petty cash file containing vouchers, receipts and a balance difference
- Suggested activity: update a departmental budget with commitments, actual spending and exceptions
- Suggested activity: prepare a finance handover brief for unresolved documents and queries

FAQs

Who suits finance administration controls training, and what does it assume?

Office administrators, assistants, secretaries and coordinators suit the training. It assumes experience handling routine documents and approvals, but no professional accounting qualification.

How does finance administration controls training differ from accounting training?

Finance administration controls training focuses on document accuracy, authorization, petty cash, budget tracking, reconciliation support and escalation; accounting training develops journal, reporting and professional analysis capability.

What should an invoice verification checklist contain?

An invoice verification checklist should connect supplier details, the order, evidence of receipt, calculations, coding, approval authority, duplicate checks and the payment-routing record.

How does petty cash control support office administration?

Petty cash control assigns custody, documents each payment, keeps receipts, compares cash with records, identifies differences and supports timely replenishment and review.

What makes a finance administration audit trail useful?

A useful finance administration audit trail links each transaction to its source document, approval, status, correction, reconciliation and final filing location.

Conclusion

Participants take back a Finance Administration Control Pack containing document maps, verification checklists, petty cash records, reconciliation forms, a budget tracker and an escalation register. The pack makes routine financial work easier to review and hand over. It supports consistent processing, evidence retention and communication with finance teams.