BELIEVING IN AUTHENTIC LEARNING

Training Program

# ACCOUNT FOR LEADERS & MANAGERS

PACE Institute of Management | PACE

PACE
INSTITUTE OF MANAGEMENT

**PACE SCHOOL OF LEADERSHIP & MANAGEMENT**
A Member of PACE Institute of Management

# ACCOUNT FOR LEADERS & MANAGERS



Believing in Authentic Learning

**A leader/a manager learns accounting for managing purpose, not implementing purpose.**





Training Program

# ACCOUNT FOR LEADERS & MANAGERS

These days, corporate leaders and managers must understand modern accounting practices to effectively manage their businesses. Since leaders and managers often use accounting merely as a business tool, they do not need the level of expertise required by professionals who have spent up to eight years studying and mastering modern accounting practices. Therefore, when considering take an accounting course, making a distinction between "accounting for accountants" and "accounting for leaders and managers" is important. PACE's **Account for Leaders & Managers** training program offers an intensive, accelerated two-week study program for those professionals who only need to learn corporate managerial accounting as a business tool to be directly applied to their work.

Using effective consultative training methods, this has been a very successful program in the past 25 years. Thousands of senior executives and business leaders from both local and foreign companies in Vietnam have participated.



# PROGRAM INFORMATION

## TARGET PARTICIPANTS

- Top-level managers and business leaders who are not accounting professionals.

## PROGRAM OBJECTIVES

After completing the course, you will be able to:

- Organize your accounting system and understand the role of the accounting department in business management;
- Know what to expect of your accounting team;
- Read, understand and analyze financial statements prepared by your accounting department;
- More effectively apply financial and accounting information in your decision-making processes;
- Better integrate your accounting team with other departments in your enterprise;
- Use auditing and accounting consulting when needed.

## TRAINING OBJECTIVES

Upon completing this program, you will be able to perform the following:

- Understand modern accounting techniques and practices as tools to manage your enterprise more effectively;
- Organize accounting systems;
- Understand the role of the accounting function in your management role;
- Feel confident about guiding your accountants;
- Understand, analyze and utilize the financial reports produced by your accountants;
- Better understand the relationship between your accounting team and other departments in your company;
- Know when use of auditing and accounting consultant services are warranted.





## DURATION & TUITION

- Duration: The total duration of the program is **06 sessions** (equivalent to 18 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: www.PACE.edu.vn.
- Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website www.PACE.edu.vn or contact PACE's Training Consulting and Training Department.




# PROGRAM CONTENT

## PART I: OVERVIEW OF ACCOUNTING

- What is accounting; overview of the financial, tax and management forms of accounting;
- Understanding the key differences among finance and accounting, CFO and chief accounts, auditing and consulting.

## PART II: ORGANIZING AND MANAGING OF ACCOUNTING TASKS

- Accounting staff, accounting software, equipment for accounting department;
- Division of work and responsibilities within accounting department;
- Building internal audit system of accounting activities;
- Division of work and responsibilities among accounting section and other departments within your company.

## PART III: THE PURPOSE OF ACCOUNTING INFORMATION

- Reading, understanding and analyzing accounting information - financial statements, tax reports, and so on - in order to fully comprehend your corporate financial situation, profitability and solvency;
- How to use accounting data for managing, understand, analyze and utilize the financial reports produced by your accounting department.

## PART IV: MANAGEMENT ACCOUNTING

- Definition, objectives, and nature of management accounting;
- Classification of internal reports;
- Costs and cost classification;
- Cost of goods sold (COGS) and methods of COGS calculation.



PACE
INSTITUTE OF MANAGEMENT

# SHAPING THE FUTURE OF MANAGEMENT

Founded in 2001, PACE is one of Vietnam's most influential management institutes. For more than 25 years, PACE has helped advance modern management practices in Vietnam - strengthening leadership capacity, elevating governance standards, and expanding organizations' global outlook. PACE is also the first school for business leaders in Vietnam.

**PACE is a trusted partner in transforming leaders, teams, and organizations to achieve breakthrough and sustainable performance in a fast-changing world.**

## PACE's 3 Core Solutions to relize its mission:

1. PACE Training
2. PACE Consulting
3. PACE Books

PACE ecosystem includes 8 affiliated schools, 8 member companies , and 8 global partners , aligned across three integrated pillars: Training, Consulting, and Publishing. Together, they cover eight core disciplines of management: General Management, HR Management, Financial Management, Marketing Management, Sales Management, Production Management, Supply Chain Management, and Project Management.

PACE also advances its mission through PACE NPOs, a long-term portfolio of non-profit educational initiatives launched in 2007, designed to deliver comprehensive and meaningful impact.



**PACE Building**
181-183 Co Giang Street, Cau Ong Lanh Ward, Ho Chi Minh City
*(former District 1, Ho Chi Minh City)*

**Hanoi Office**
Coalimex Building (Floor 2), 33 Trang Thi Street, Cua Nam Ward
*(former Hoan Kiem District)*

(028) 3837.0208 (HCMC)
(024) 3646.2828 (Hanoi)
contact@PACE.edu.vn
www.PACE.edu.vn