Joint Ventures · JV429

Financial Reporting and Reconciliation for Billing Professionals

Duration	Category	Ref
1 Week	**Joint Ventures**	**JV429**
Language	Certificate	
English	**Certificate of attendance**	

Course Introduction

Accurate financial reporting and effective account reconciliation are critical functions in billing and finance operations. Billing professionals play an important role in ensuring that financial transactions are properly recorded, reconciled, and reported to support sound decision-making and maintain the integrity of financial information.

This course provides participants with the knowledge and practical skills required to prepare and analyse financial reports, perform reconciliations, identify and resolve discrepancies, and strengthen internal controls. Participants will gain hands-on experience in applying reconciliation techniques and utilising financial data to improve billing accuracy and financial performance.

Course Objectives

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

- Understand the principles and importance of financial reporting and reconciliation.
- Prepare and interpret key financial reports related to billing and accounts receivable.
- Perform account reconciliations and resolve discrepancies effectively.
- Analyse billing data and financial information to support decision-making.
- Apply best practices in month-end and year-end closing activities.
- Strengthen internal controls and ensure data accuracy and compliance.
- Utilise financial reporting tools and ERP systems efficiently.
- Develop reporting and reconciliation processes that improve operational performance.

Target Audience

This course is designed for:

- Accountants – Billing
- Accounts Receivable Officers
- Billing Specialists
- Finance and Accounting Officers
- Revenue Accountants

- Financial Analysts
- Finance Supervisors and Team Leaders
- Professionals responsible for financial reporting, reconciliation, and billing operations

Course Outline

Day 1

Fundamentals of Financial Reporting

- Introduction to Financial Reporting Principles
- Role of Billing Professionals in Financial Reporting
- Understanding Financial Statements:
  - Income Statement
  - Balance Sheet
  - Cash Flow Statement
- Revenue Recognition Principles
- Financial Reporting Standards and Compliance Requirements
- Common Reporting Challenges and Best Practices

Day 2

Billing Data and Financial Reporting

- Sources of Financial Data in Billing Operations
- Recording Billing Transactions and Revenue Entries
- Preparing Accounts Receivable Reports
- Ageing Reports and Customer Account Analysis
- Revenue Reporting and Performance Indicators
- Creating Accurate Financial Reports
- Reporting Errors and Their Impact on Financial Statements

Day 3

Reconciliation Techniques and Procedures

- Introduction to Reconciliation Processes
- Account Reconciliation Methodologies
- Customer Account Reconciliation
- Bank Reconciliation Procedures
- General Ledger and Sub-Ledger Reconciliation
- Identifying and Resolving Discrepancies
- Documentation and Reconciliation Best Practices

Day 4

Month-End Closing and Internal Controls

- Month-End and Year-End Closing Processes
- Journal Entries and Adjustments
- Accruals and Provisions
- Internal Controls for Billing and Reporting
- Preventing Errors and Fraud
- Audit Preparation and Supporting Documentation
- Compliance and Governance Requirements

Day 5

Financial Analysis and Process Improvement

- Financial Analysis Techniques for Billing Professionals
- Key Performance Indicators (KPIs) and Reporting Dashboards
- Accounts Receivable Performance Metrics
- Cash Flow Monitoring and Forecasting
- Leveraging ERP Systems and Reporting Tools
- Continuous Improvement in Reporting and Reconciliation Processes
- Developing an Action Plan for Workplace Implementation

Ask us for a date for this course

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