



AFGHANISTAN INSTITUTE OF BANKING AND FINANCE

CENTRE FOR EXCELLENCE

Professional Certifications

Certified Accountant



AIBF IS PROUD TO OFFER HIGHLY STRUCTURED AND INNOVATIVELY DESIGNED 3-MONTH CERTIFICATION “CERTIFIED ACCOUNTANT” WHICH WILL BE STARTED ON OCTOBER, 9 2017 FROM 4:30PM TO 6:00 PM THREE DAYS IN WEEK WHICH IS SPECIALLY DESIGNED FOR THE OFFICIALS OF FINANCIAL SECTOR, GOVERNMENT INSTITUTIONS & GENERAL PUBLIC

OFFICE OF ADMISSIONS

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A CLOSER LOOK

This is an introductory qualification that offers a foundation for individuals new to or already working in retail, business and private sectors. It has been designed in close consultation with the public and private sectors. It is also appropriate for those in specialized areas such as finance, budgeting and performance measurement who wish to gain insight into the 'bigger picture' of the sector they work in. There is no entry requirements so is an excellent starting point for all those wishing to embed the fundamental principles of various sectors and provide context to the role performed. The module you will study considers topics of critical importance to the effective performance of a professional accountant.

Certified Accountant will open a window of opportunities for candidates who wish to acquire quality education specifically required by the various sectors and on the other hand would be able to hire qualified and well-trained staff in their team. The purpose of Program Certified Accountant Provide the industry with well trained resources at entry level positions.

TRAINING OUTLINE

- Introduction to Accounting
- Financial Statements (Balance Sheet, Income Statement and Statement of Cash flows)
- The Accounting Cycle: Capturing Accounting Events
- Adjusting entries and its four types
- Accounting for Merchandising Activities
- Accounting for different Forms of Business Organization
- Cash Management, Internal Control and Bank Reconciliation statement
- Basic knowledge of cash book and its use.
- Types of vouchers being use
- Practical implications over vouchers and documentation
- Financial Policy and its components
- Tax calculation and Management
- Financial Assets (Cash and Bank)
- Bank Reconciliation Statement
- Rectification of errors

TRAINER PROFILE

Sajad Ahmad,
PhD Scholar, IFC Accredited Trainer, PMP

Mr. Sajad Ahmad, a multi skilled finance & business professional has blend of rich & diversified experience as an Assistant Professor, Project Management Professional (PMP) and Accredited TOT & Course Customization Trainer of World Bank/ IFC/ Business Edge for more than 12 years. His specific key skills include Finance & Accounting, Auditing, Internal Control, Risk Management, Banking, Fund Raising & Grants Management, Corporate Governance and Project Management in leading national and multinational organizations. He has been working as an Assistant Professor, International Trainer, Proposal writer, Business Plan writer, Project Manager, and Finance Director with various Universities and organizations and worked closely being a Focal Point to liaison especially with Banks, USAID, UN-Women, UNDP, UN-Habitat, TAF, ABIF, European Union, CIDA, AISA, Tawanmandi, OSA, Good Weave & US Embassy etc. He has been member of top teams for several years & possesses cross cultural international experience in United Arab Emirates, & Afghanistan.

TARGET AUDIENCE

- ✓ **Finance Managers**
- ✓ **Assistant Finance Managers**
- ✓ **Finance Officers**
- ✓ **Head Accountants**
- ✓ **Audit Managers**
- ✓ **Audit Officers**
- ✓ **Students of Business Studies**

Duration: Three Months
Starting Date: 9th October 2017
FEE: 20,000/- AFN



THE AIBF

The Afghanistan Institute of Banking and Finance (AIBF) was formally established in 2010. The Institute is owned by Da Afghanistan Bank (DAB), the Afghanistan Banks Association (ABA) and the Microfinance Investment Support Facility for Afghanistan (MISFA). Under AIBF's charter, it is dedicated to strengthening the financial sector in Afghanistan and establishing a Centre for excellence for banking and finance.