

# TREASURY MANAGEMENT BEST PRACTICES



Creates and governs policies and procedures that ensure the company manages financial risk successfully

## OUR MAJOR TRAINING VENUES

Abu Dhabi	Amsterdam	Bangkok	Barcelona	Budapest
Dubai	Geneva	Houston	Istanbul	Paris
Kuala Lumpur	London	Los Angeles	Miami	New York
Johannesburg	Toronto	Sydney	Mauritius	Singapore

# PROGRAMME OVERVIEW



Treasury takes in the management of cash and financial risks in a business. Its main goal is to ensure that the company has enough money to meet its day-to-day needs while developing its long-term financial strategy and policies. By managing investments and other financial assets, treasury management services may also help businesses better organise their liquidity. Treasury management creates and governs policies and procedures that ensure the company manages financial risk successfully.

This course has been designed to provide the knowledge and skills needed to understand all areas of treasury management. It will provide delegates with a comprehensive understanding of managing treasury affairs with a detailed look at the various financial markets and instruments operated.

## LEARNING OBJECTIVES

01

Identify the Activities of the Treasury Department

02

Advance their knowledge of corporate treasury management and the treasury function.

03

Getting the best practices of Asset Liability Management and cash management techniques.

04

Understand the role of money markets and capital market products to fund institutions.

05

Understand the financial instruments under (IFRS) and (GAAP).

06

Understand and use commodity derivative products.

07

Understand the different hedging techniques applied by the treasury function.

# COURSE CONTENT



## Module 1: Overview of Treasury Function

- The concept and responsibilities of the treasury function
  - The role of the treasury and treasurer:
    - raising capital
    - managing bank relationships
    - money management
    - managing (corporate) risks
  - Treasury organisation and structure
  - A treasury control framework
  - Treasury performance management
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## Module 2: Cash & Liquidity Management

- Cash management objectives
  - Working capital management
  - Managing and accelerating collections
  - Ratio analysis for decision making.
    - Cash flow forecasting
    - Purpose of cash flow forecasting
    - Types of forecasts
    - The forecasting processes.
    - Forecasting methods
- 

## Module 3: Treasury Funding and Investing

- Managing short-term borrowing
- Long-term debt financing
  - Short-term interest rates versus long-term interest rates
  - Loan agreements and covenants
  - Credit rating agencies
  - Bonds as a tool for long-term investing and funding

# COURSE CONTENT



- Managing short term investments
- Long-term equity investments and stocks
- Equity valuation techniques

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## Module 4: Treasury Policies and Procedures

- Bank accounts and financial services authority policy
- Payments policy
- Collection and concentration policy
- Regulatory compliance policies
  - Regulatory requirements
  - Internal policies
  - Service provision
- Treasury systems policy

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## Module 5: Risk Management & Best Practices

- Why manage financial risk?
- Principal treasury-related financial risks.
- The management of financial risks
- Currency Risk Management
- Best practices in managing treasury risks

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## WHO SHOULD ATTEND?



### *A program on design that focuses on people*

This training course is suitable for a wide range of professionals but will greatly benefit:

- Treasury Professionals
- Accounting Professionals
- Financial Decision-makers
- Internal/External Auditors and Regulators,
- Finance Managers and those with financial responsibilities



## TRAINING METHODOLOGY

This highly practical and results-oriented program designed based on adult learning concept. The facilitator will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations, case studies, presentations, and much practice to enhance learning. There will be ample time for Q&A, discussions with 'return to work' action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.

*Pre & Post-course assessments will be used to measure the effectiveness of this training and measure the skill and ability of participants.*







# PROMISE

TRAINING & CONSULTANCY




## OUR TRAINING CATEGORIES

- Administration, Office Management & Secretarial ✓
- Contract Management ✓
- Customer Service Management ✓
- Electrical Engineering ✓
- Finance, Accounting & Budgeting ✓
- Human Resource Management (HRM) ✓
- Health, Safety, Environmental & Security ✓
- Management, Leadership & Strategy ✓

- Mechanical, Instrumentation & Process Control ✓
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