

FINANCE & ACCOUNTING | COURSE BROCHURE

Annual Report and Financial Statements Preparation

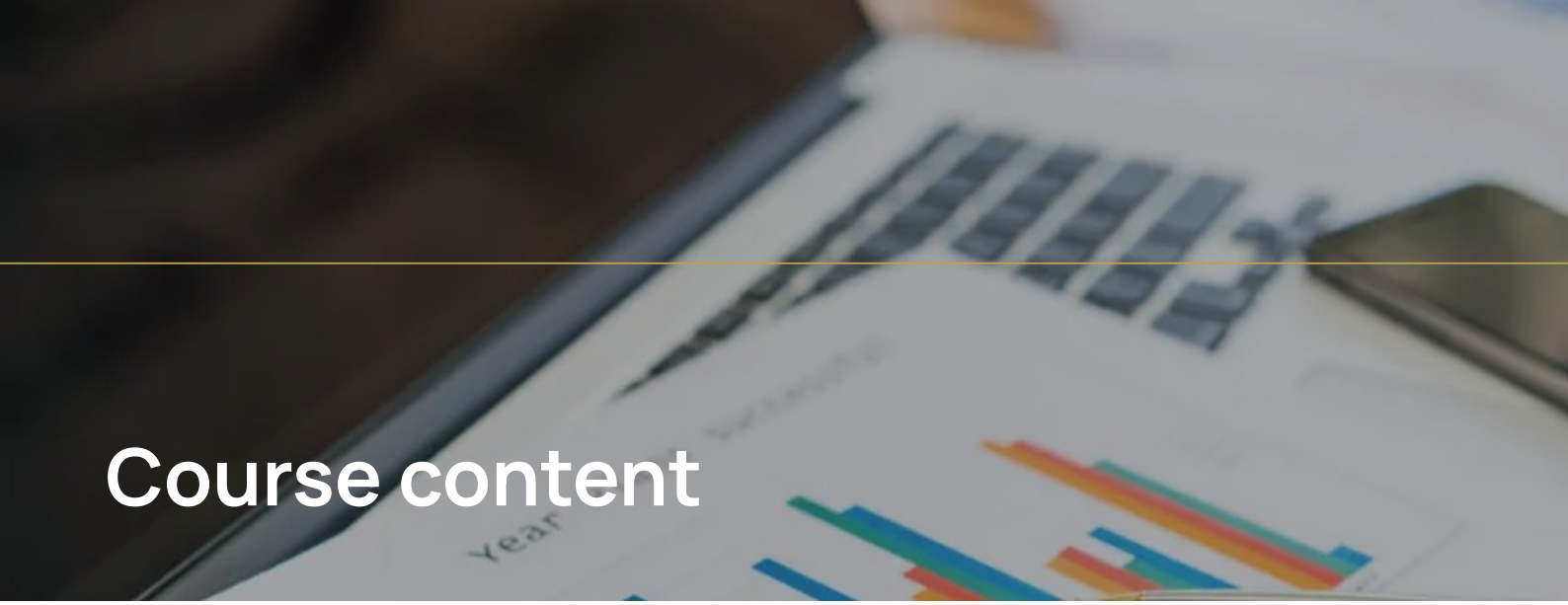
5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

This course focuses on the comprehensive preparation of annual reports and financial statements, emphasising regulatory compliance, financial analysis, and effective communication of financial information. Participants will develop practical skills in drafting, reviewing, and presenting financial documents for stakeholders.

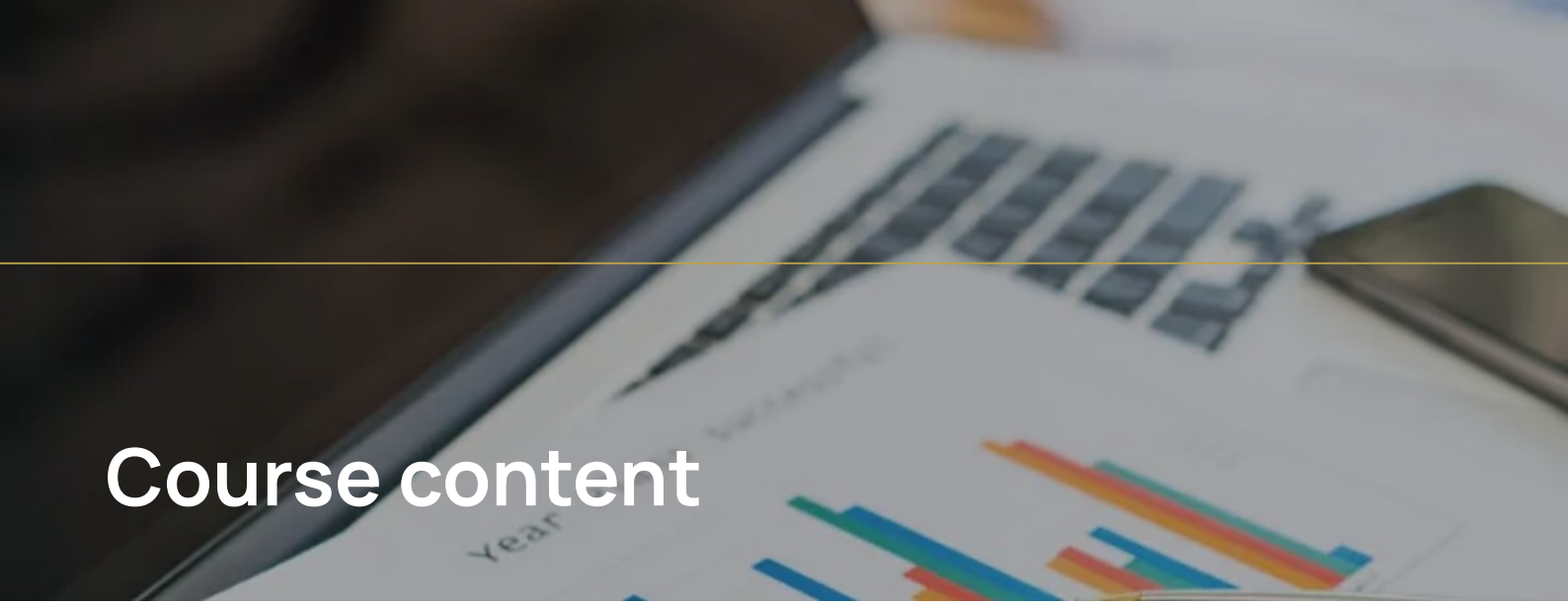
Annual reports and financial statements are critical for transparency and accountability in organisations. Professionals often face challenges in ensuring compliance with accounting standards and regulations, which can lead to significant financial misstatements or legal repercussions. Understanding the nuances of report preparation is essential for maintaining stakeholder trust and organisational integrity. This course equips participants with the skills to navigate these complexities, enabling them to produce accurate reports that meet regulatory requirements and reflect the true financial position of their organisations. Participants will also learn to identify potential risks and implement controls to mitigate them, ensuring robust financial reporting processes.
Participants will gain practical capabilities in financial statement preparation, including balance sheets, income statements, and cash flow statements. They will engage in exercises that simulate real-world scenarios, allowing them to practice drafting, analysing, and presenting financial reports effectively to various stakeholders, including investors and regulatory bodies. By honing these skills, participants will be better positioned to make informed decisions, enhance their organisation's financial reporting processes, and communicate financial performance clearly. This will ultimately foster trust and confidence among stakeholders, enabling organisations to thrive in a competitive environment.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, hands-on workshops, and collaborative group exercises to enhance learning. Participants will work on real-world scenarios that require them to apply accounting principles and reporting standards. Outputs include drafted financial statements, analytical reports, and presentation materials, providing tangible evidence of their learning and capability development. Each day will include practical exercises that reinforce the theoretical concepts covered, ensuring participants can apply their knowledge in a professional context. This approach promotes active engagement and allows for immediate feedback, fostering a deeper understanding of the subject matter and enhancing retention of key concepts. The integration of peer reviews and group discussions further solidifies learning outcomes and encourages collaborative problem-solving.



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Course objectives

By the end of this course, participants will be able to:
• Analyse the components of annual reports and financial statements, identifying key elements and their significance.
• Calculate financial ratios to assess organisational performance and financial health.
• Design comprehensive financial statements in compliance with relevant accounting standards.
• Evaluate the implications of regulatory changes on financial reporting practices.
• Construct a narrative for the annual report that effectively communicates financial performance to stakeholders.
• Justify decisions made during the financial statement preparation process, including accounting estimates and disclosures.

Target audience

This course is suitable for:
• Financial Analysts - responsible for preparing and analysing financial statements.
• Accountants - tasked with ensuring compliance and accuracy in financial reporting.
• Finance Managers - overseeing the financial reporting process and stakeholder communications.
• Compliance Officers - ensuring adherence to regulatory requirements in financial disclosures.

Target competencies

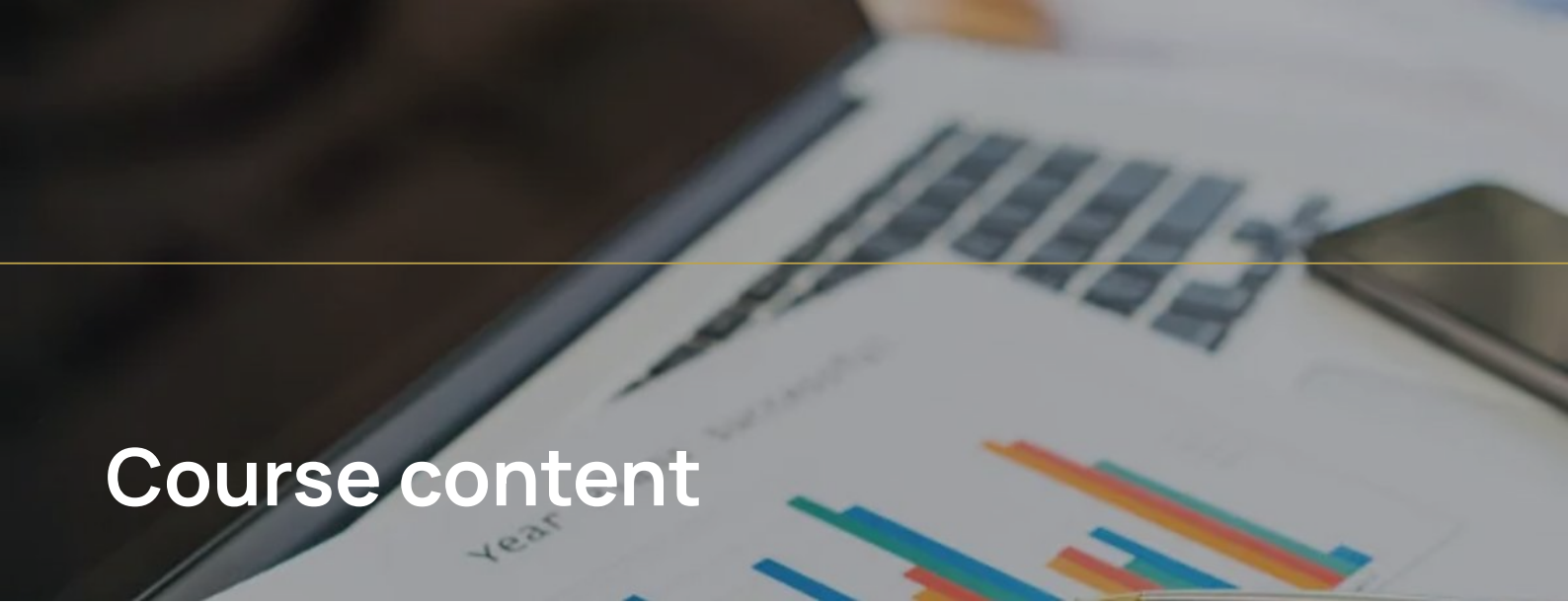
Participants will develop competencies in:
• Proficient in drafting financial statements according to accounting standards.
• Skilled in financial analysis and ratio calculation for performance assessment.
• Capable of communicating complex financial information clearly to stakeholders.
• Adept at interpreting regulatory requirements affecting financial reporting.
• Competent in integrating narrative and quantitative data in annual reports.
• Experienced in collaborative financial reporting processes.

Course outline

Day 1: Understanding Financial Reporting Standards

Applied activity: Participants will review a sample annual report to identify compliance with financial reporting standards, highlight areas for improvement, and suggest corrective actions based on best practices. They will discuss their findings in groups and prepare a presentation summarising their recommendations.
Output: A compliance checklist summarising findings, recommendations, and suggested improvements.

09:00–09:54	Overview of financial reporting frameworks (IFRS, GAAP) and their applications



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09:54–10:48	Key components of annual reports and their relevance to stakeholders
10:48–11:00	Importance of transparency and accountability in financial reporting practices
11:00–11:30	**Coffee break**
11:30–12:12	Importance of transparency and accountability in financial reporting practices (continued)
12:12–13:06	Common challenges in financial statement preparation and how to address them
13:06–14:00	Role of auditors in the financial reporting process and their impact on credibility

Day 2: Drafting Financial Statements

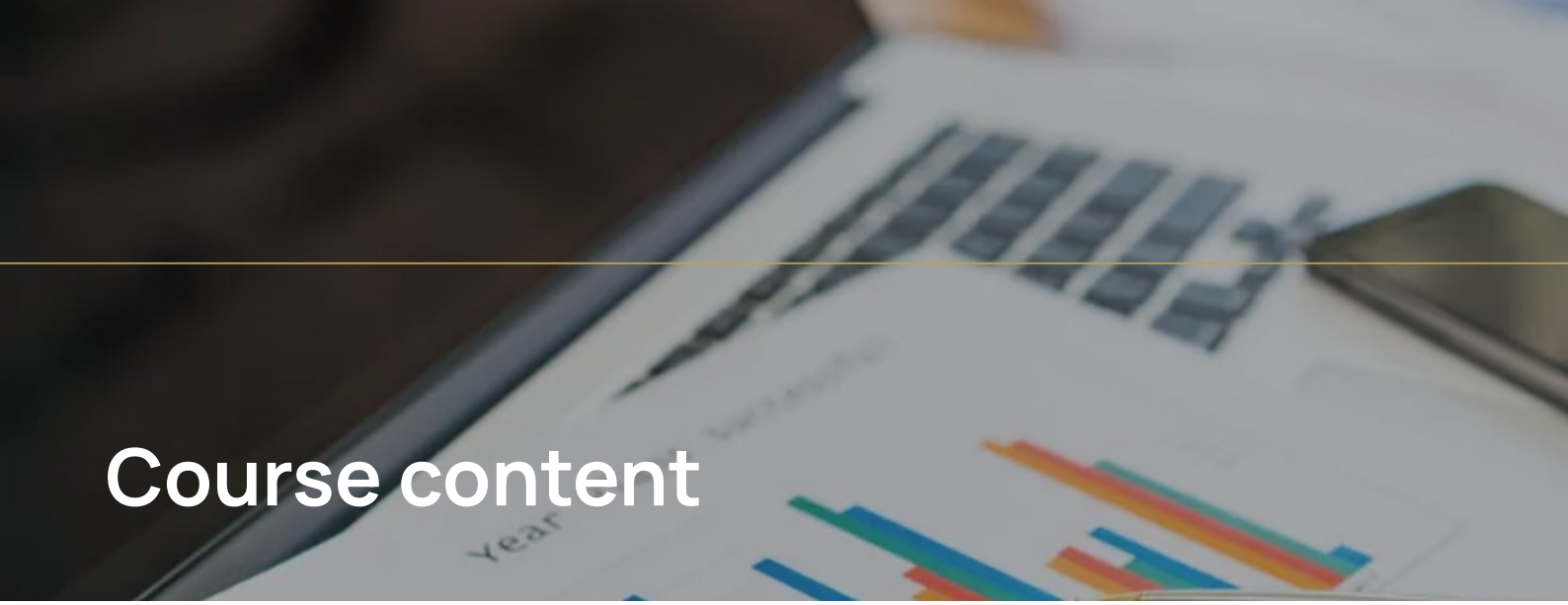
Applied activity: Participants will draft a complete set of financial statements for a fictional company based on provided data, ensuring compliance with relevant standards and accuracy in figures. They will then peer-review each other's drafts to provide constructive feedback.
Output: A set of drafted financial statements including balance sheet, income statement, and cash flow statement.

09:00–09:54	Structure and components of balance sheets, including assets, liabilities, and equity
09:54–10:48	Income statement preparation techniques, focusing on revenue recognition and expense matching
10:48–11:00	Cash flow statement essentials, including operating, investing, and financing activities
11:00–11:30	**Coffee break**
11:30–12:12	Cash flow statement essentials, including operating, investing, and financing activities (continued)
12:12–13:06	Notes to the financial statements: what to include and why they matter
13:06–14:00	Common pitfalls in financial statement drafting and how to avoid them

Day 3: Financial Analysis Techniques

Applied activity: Participants will analyse the drafted financial statements from Day 2 using financial ratios, preparing a brief analysis report that highlights key insights and recommendations for improvement. They will present their findings to the group for discussion.
Output: A financial analysis report summarising key ratios, insights, and actionable recommendations.

09:00–09:54	Introduction to financial ratios and their significance in performance evaluation
09:54–10:48	Calculating liquidity, profitability, and solvency ratios for comprehensive analysis
10:48–11:00	Benchmarking against industry standards to assess relative performance
11:00–11:30	**Coffee break**



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11:30–12:12	Benchmarking against industry standards to assess relative performance (continued)
12:12–13:06	Interpreting financial results for decision-making and strategic planning
13:06–14:00	Using financial analysis to inform stakeholders and guide organisational decisions

Day 4: Regulatory Compliance and Reporting

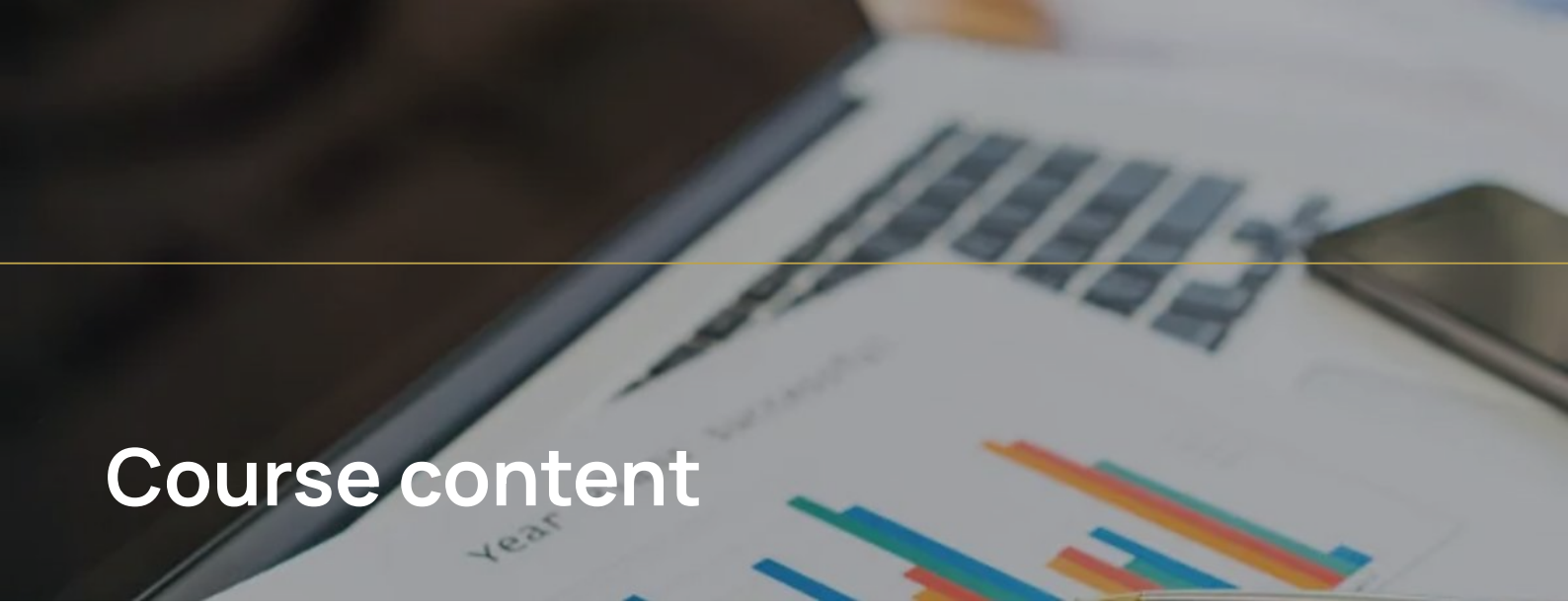
Applied activity: Participants will evaluate a set of financial statements for compliance with current regulations, preparing a compliance report that identifies discrepancies and suggests corrective measures. They will simulate an audit scenario to practice their findings.
Output: A compliance evaluation report detailing findings, recommendations, and compliance status.

09:00–09:54	Understanding regulatory requirements for financial reporting, including local and international standards
09:54–10:48	Impact of changes in legislation on financial statements and reporting practices
10:48–11:00	Best practices for ensuring compliance throughout the financial reporting process
11:00–11:30	**Coffee break**
11:30–12:12	Best practices for ensuring compliance throughout the financial reporting process (continued)
12:12–13:06	Role of internal controls in financial reporting and fraud prevention
13:06–14:00	Preparing for audits and regulatory reviews: what to expect and how to prepare

Day 5: Integrating Financial Reporting and Communication

Applied activity: Participants will create a draft narrative for the annual report, integrating financial data and analysis from previous days, and prepare a presentation for stakeholders that effectively communicates the organisation's financial performance and strategic direction. They will role-play as presenters to simulate stakeholder engagement.
Output: A draft narrative for the annual report and a presentation slide deck.

09:00–09:54	Crafting the narrative for the annual report: aligning financial data with organisational goals
09:54–10:48	Effective communication strategies for presenting financial information to diverse stakeholders
10:48–11:00	Tailoring reports for different audiences, including investors, regulators, and employees
11:00–11:30	**Coffee break**
11:30–12:12	Tailoring reports for different audiences, including investors, regulators, and employees (continued)
12:12–13:06	Visualising financial data for clarity and impact in presentations



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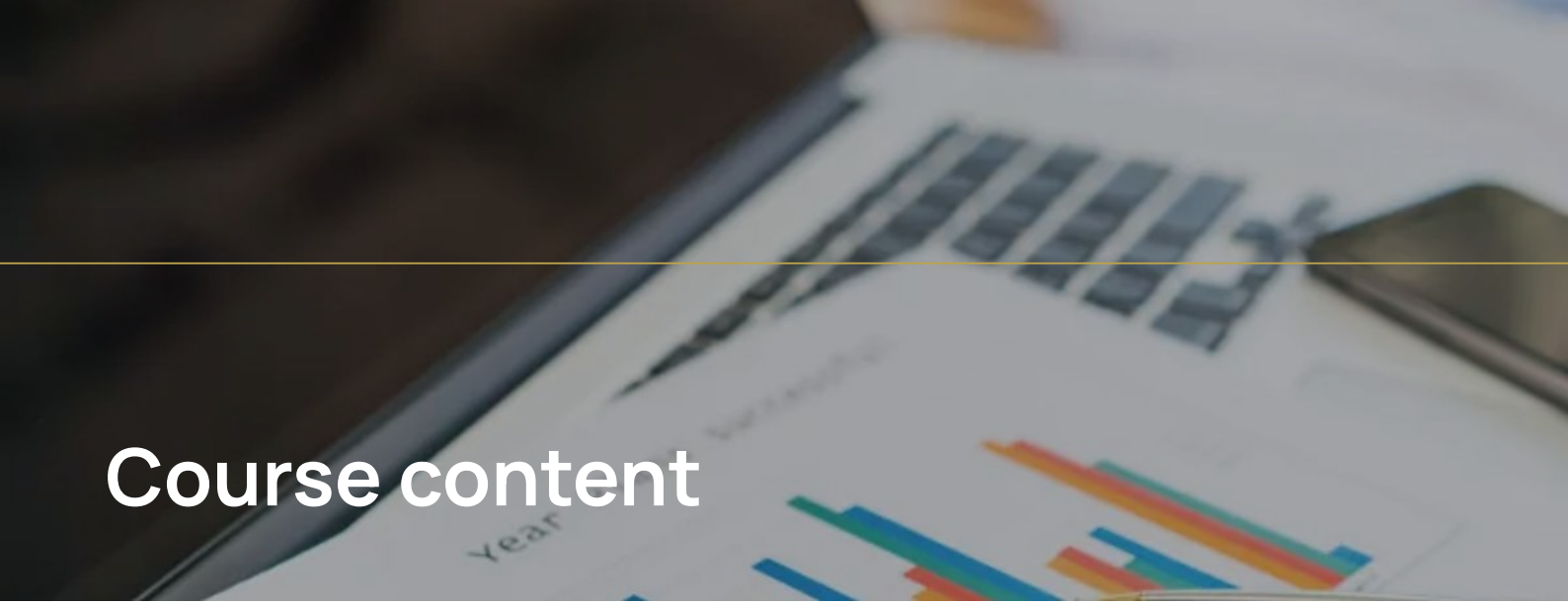
13:06–14:00	Finalising the annual report for publication: key considerations and best practices

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

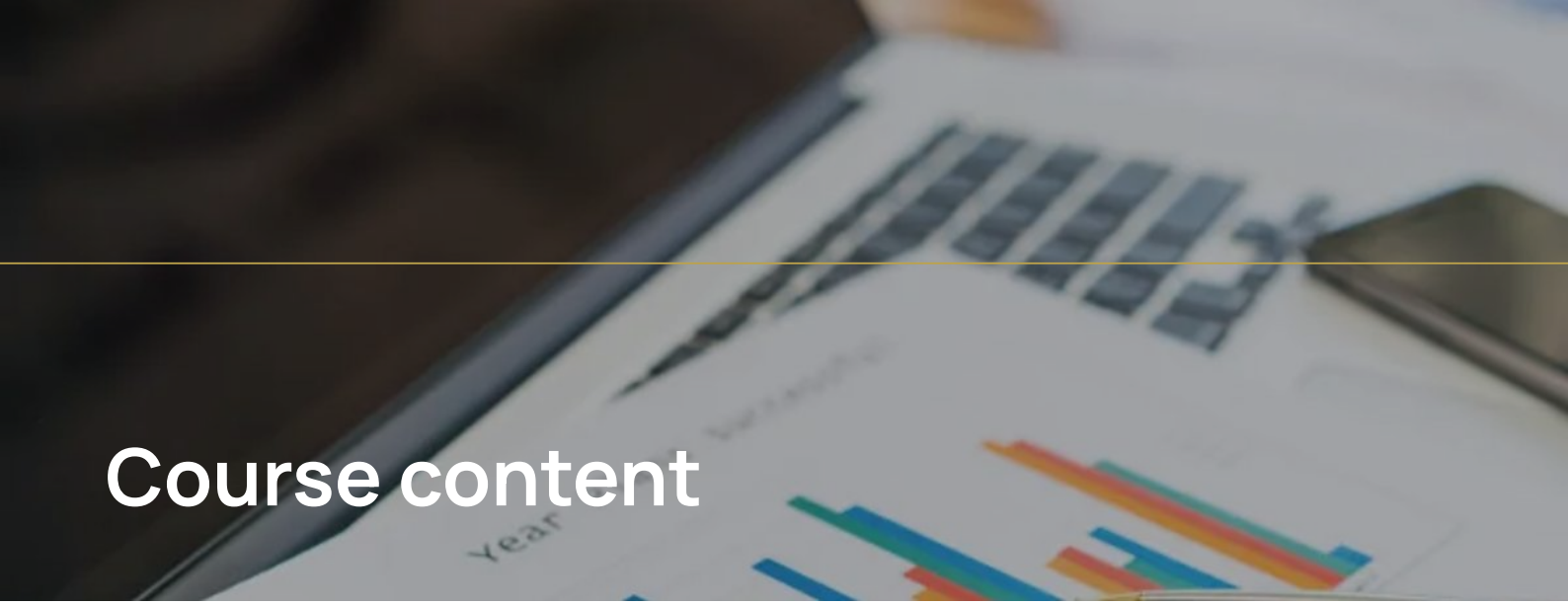
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Barcelona Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,840.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,860.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Istanbul Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**



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Dates, venues and fees (continued)

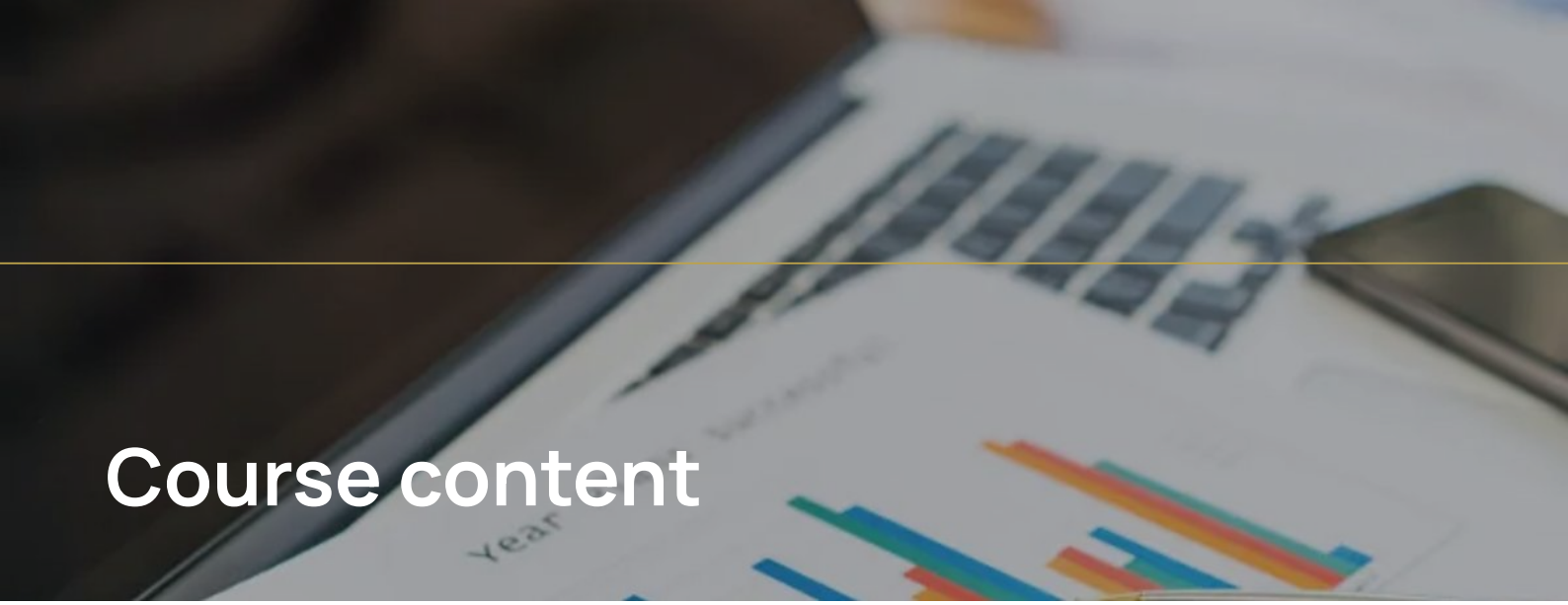
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Amsterdam Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,540.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Singapore Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,820.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Rome Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**



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Dates, venues and fees (continued)

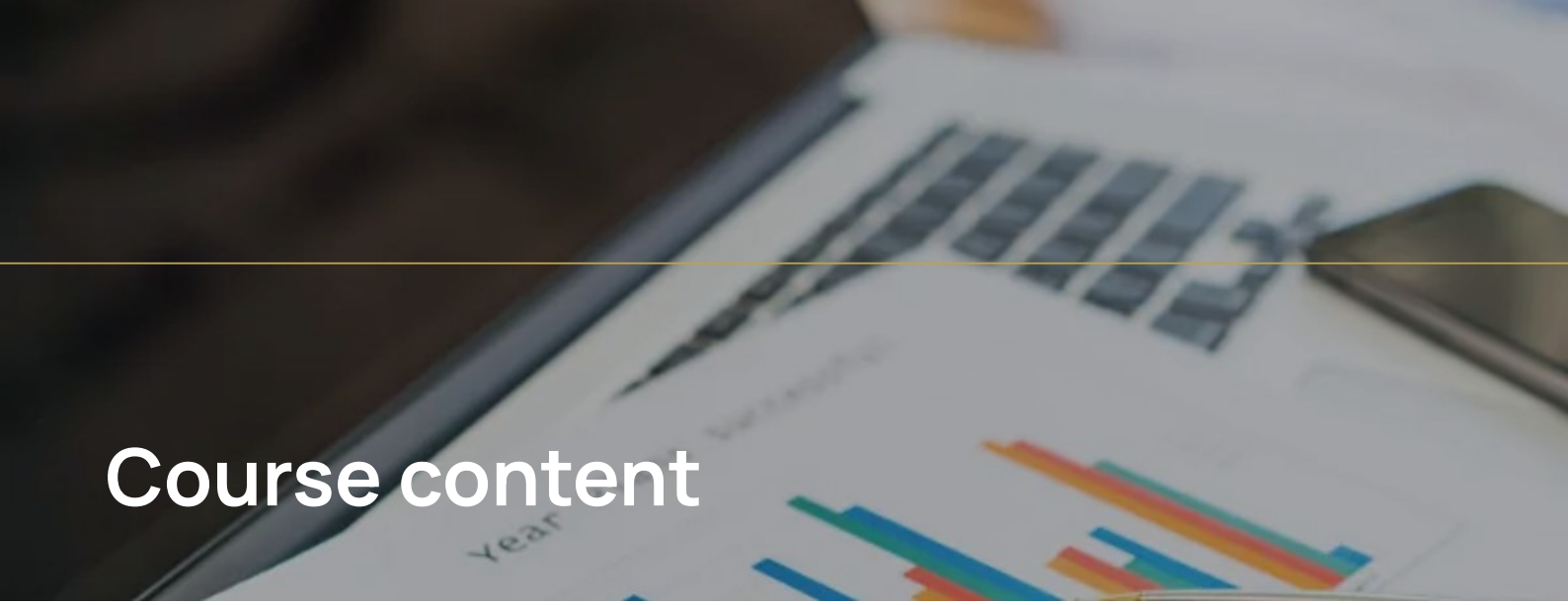
Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Frankfurt Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,650.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,860.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Rome Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**



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Dates, venues and fees (continued)

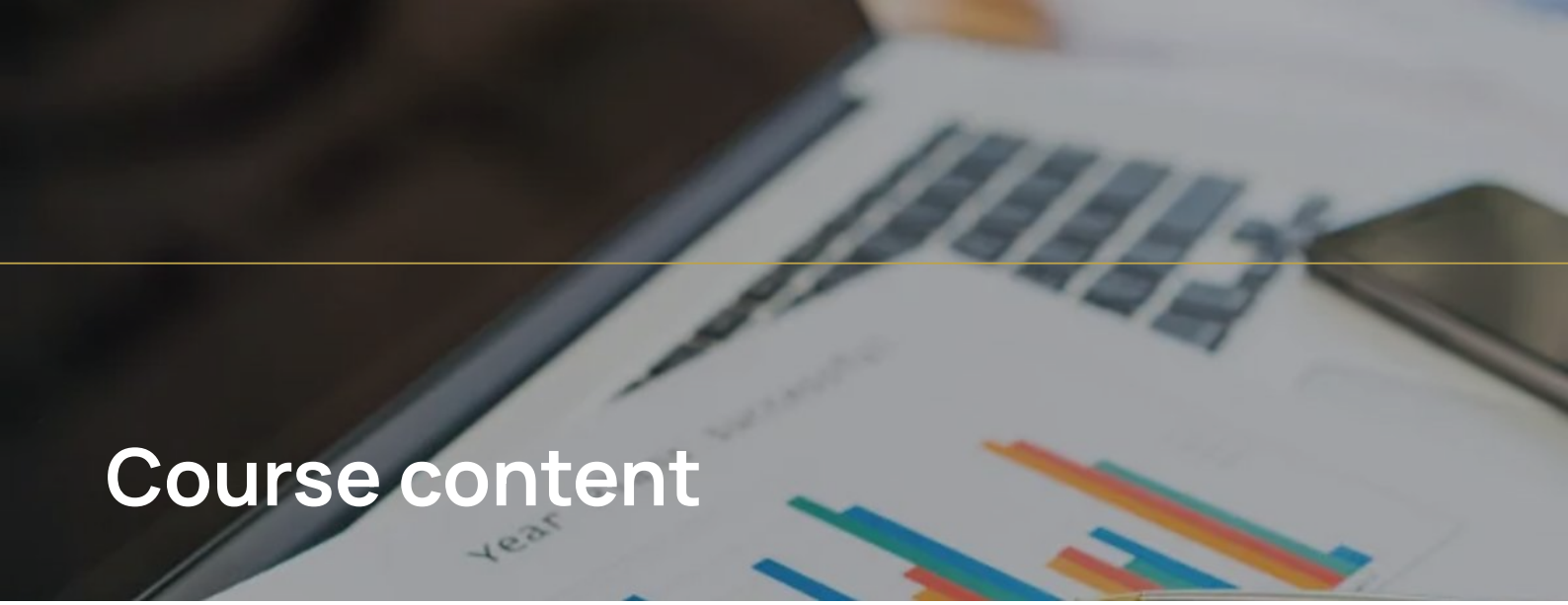
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**
Istanbul Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,650.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Amsterdam Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,540.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Singapore Confirmed dates	10 May 2027	14 May 2027	**£2,820.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
London Confirmed dates	24 May 2027	28 May 2027	**£2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**



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Dates, venues and fees (continued)

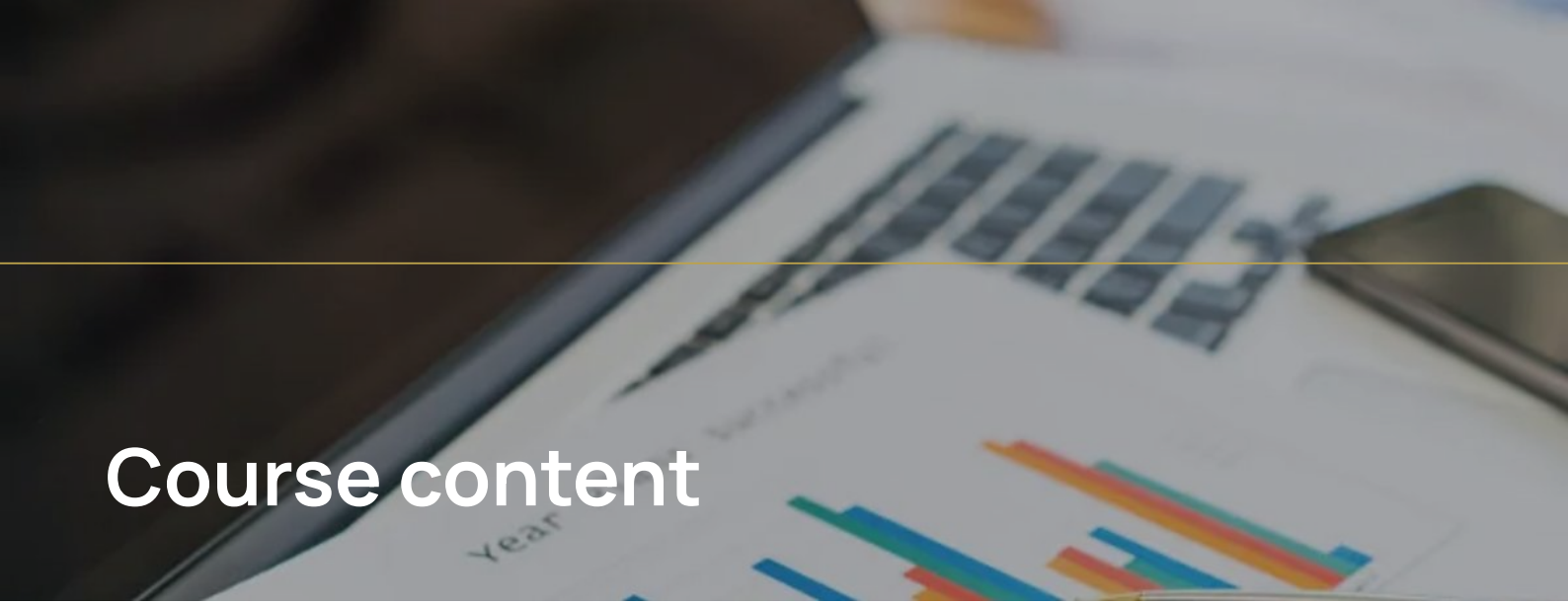
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,890.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**£3,150.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Frankfurt Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,450.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Paris Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,860.–**



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Dates, venues and fees (continued)

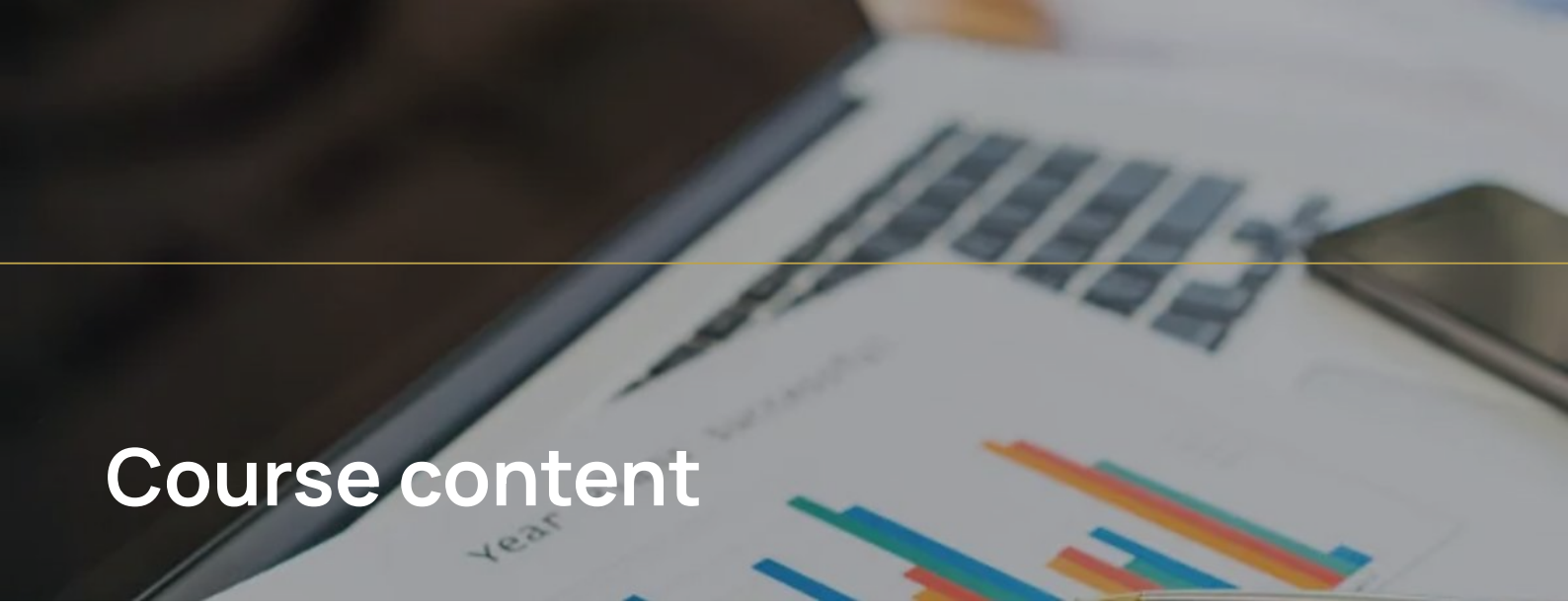
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Cape Town Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,890.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,650.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Amsterdam Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,540.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Singapore Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,820.-**
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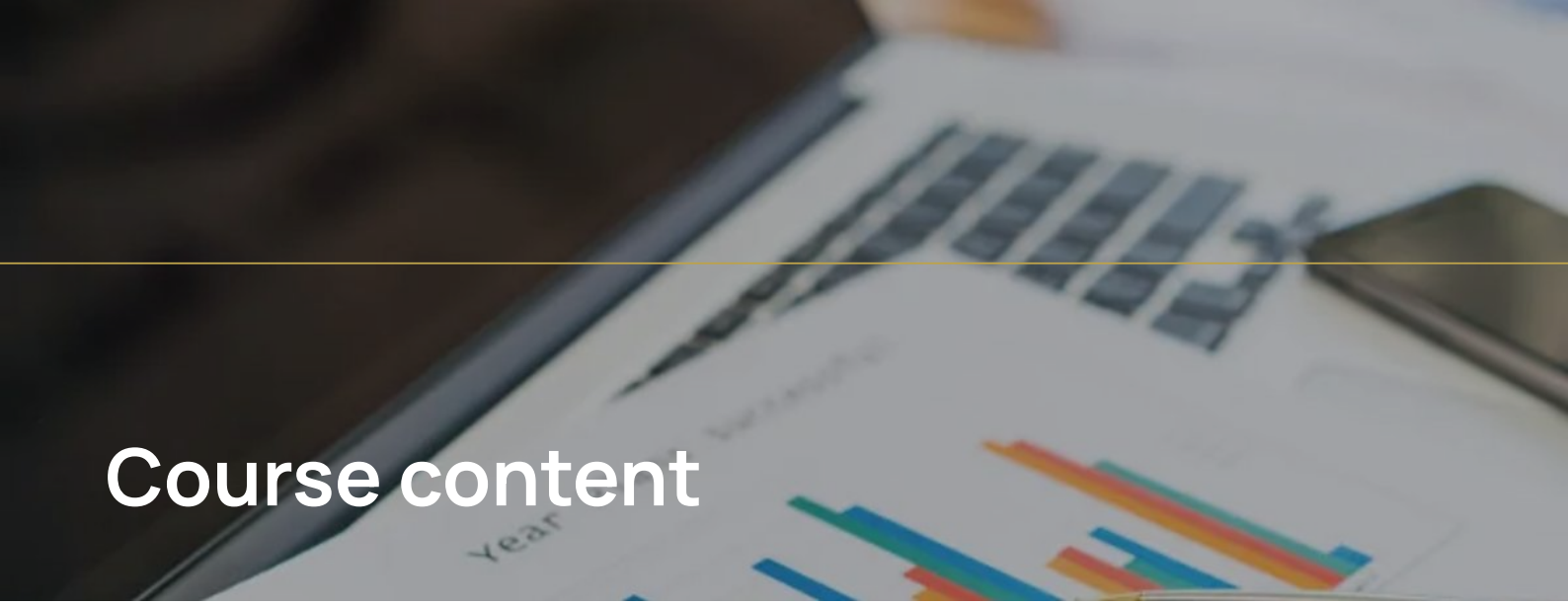
Venue	Start date	End date	Fee (GBP)
London Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Vienna Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,940.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**£3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Frankfurt Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,450.-**



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Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Amsterdam Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,540.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

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