

FINANCE & ACCOUNTING | COURSE BROCHURE

Excel Applications in Finance & Accounting

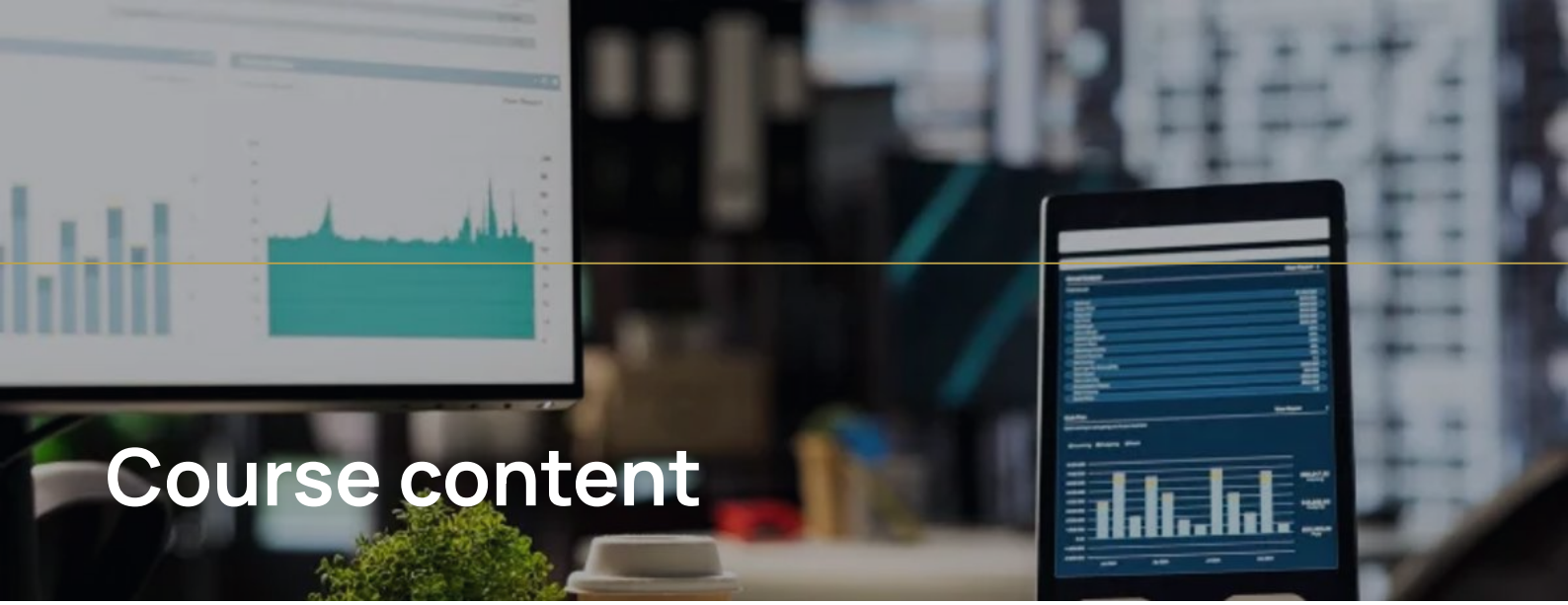
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course focuses on the practical application of Excel in finance and accounting, equipping professionals with the skills to analyse financial data, create forecasts, and automate reporting processes. Participants will learn to leverage Excel's advanced functions and tools for effective financial decision-making.

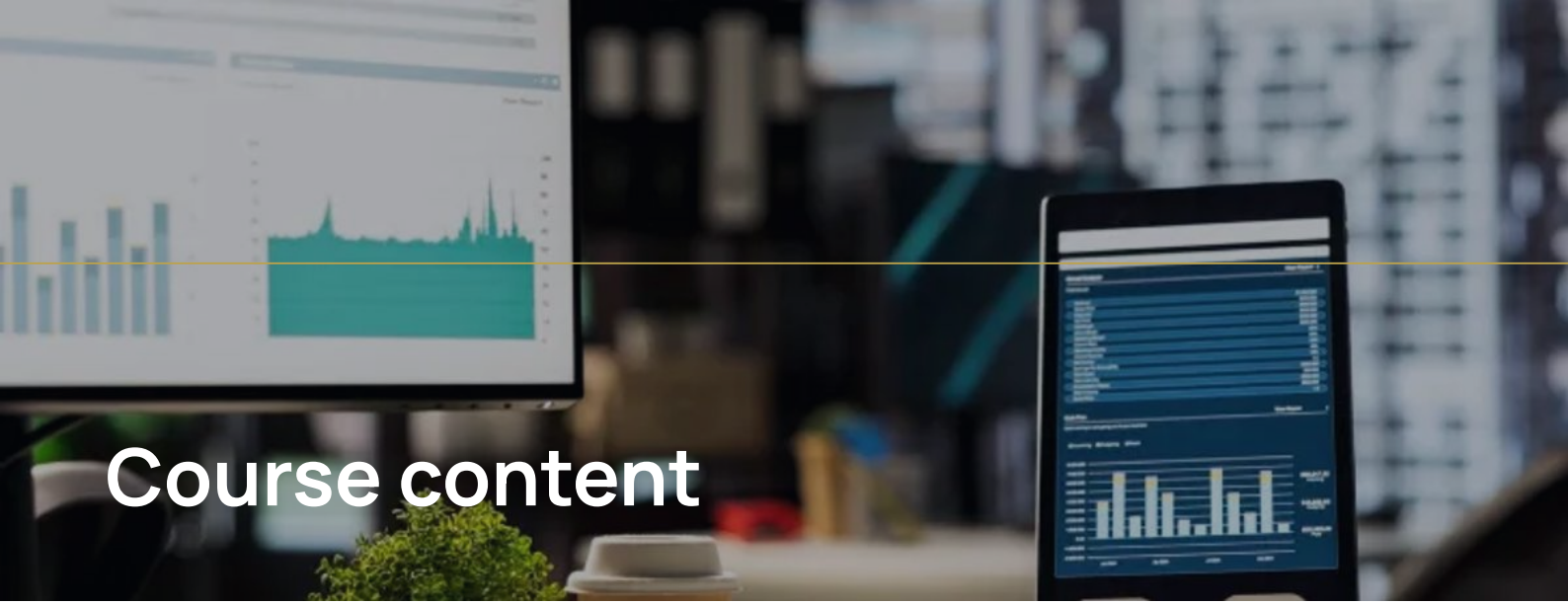
Finance and accounting professionals often face challenges in managing large datasets, performing complex calculations, and generating timely reports. Mastering Excel applications can significantly enhance their efficiency and accuracy in these tasks, leading to better financial insights and decision-making. Participants will engage in practical exercises that simulate real-world scenarios, such as budgeting, financial forecasting, and variance analysis. By practising these tasks, they will develop the capability to create dynamic financial models and automate repetitive processes, ultimately improving their productivity and analytical skills. This course addresses the need for professionals to stay competitive in a data-driven environment, where proficiency in Excel is essential for effective financial management.
The ability to analyse financial data accurately and efficiently is crucial for making informed business decisions. Participants will learn how to apply Excel functions to streamline their workflow, enabling them to focus on strategic analysis rather than manual data entry. They will also explore techniques for presenting financial information clearly and persuasively to stakeholders. By the end of the course, participants will have the skills to build comprehensive financial models, automate reporting processes, and conduct in-depth analyses that drive business performance. This practical training will empower finance and accounting professionals to leverage Excel as a powerful tool for enhancing their decision-making capabilities.

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 hands-on workshops, case studies, and practical exercises to reinforce learning. Participants will work on realistic financial scenarios using Excel, applying functions like VLOOKUP, pivot tables, and macros. Each session includes collaborative group work, allowing participants to share insights and strategies. Outputs will include financial models, reports, and dashboards, demonstrating their ability to apply Excel tools effectively in finance and accounting contexts. The use of real-world examples ensures that participants can relate their learning to their specific roles, enhancing the relevance and applicability of the skills acquired throughout the course. This approach fosters a practical understanding of Excel's capabilities in financial environments.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse financial statements using Excel functions to identify trends and anomalies.
• Construct dynamic financial models incorporating various scenarios and assumptions.
• Calculate key financial ratios and metrics to assess company performance.
• Design automated reporting templates that streamline data entry and analysis.
• Prioritise financial data for effective budgeting and forecasting processes.
• Justify the use of Excel tools in enhancing financial decision-making accuracy.
• Assess the impact of financial variables on overall business performance using simulations.

Target audience

This course is suitable for:
• Financial Analysts: Need to analyse and interpret financial data effectively.
• Accountants: Require advanced Excel skills for accurate reporting and compliance.
• Budget Managers: Must create and manage budgets using Excel tools.
• Finance Managers: Need to forecast and model financial scenarios accurately.

Target competencies

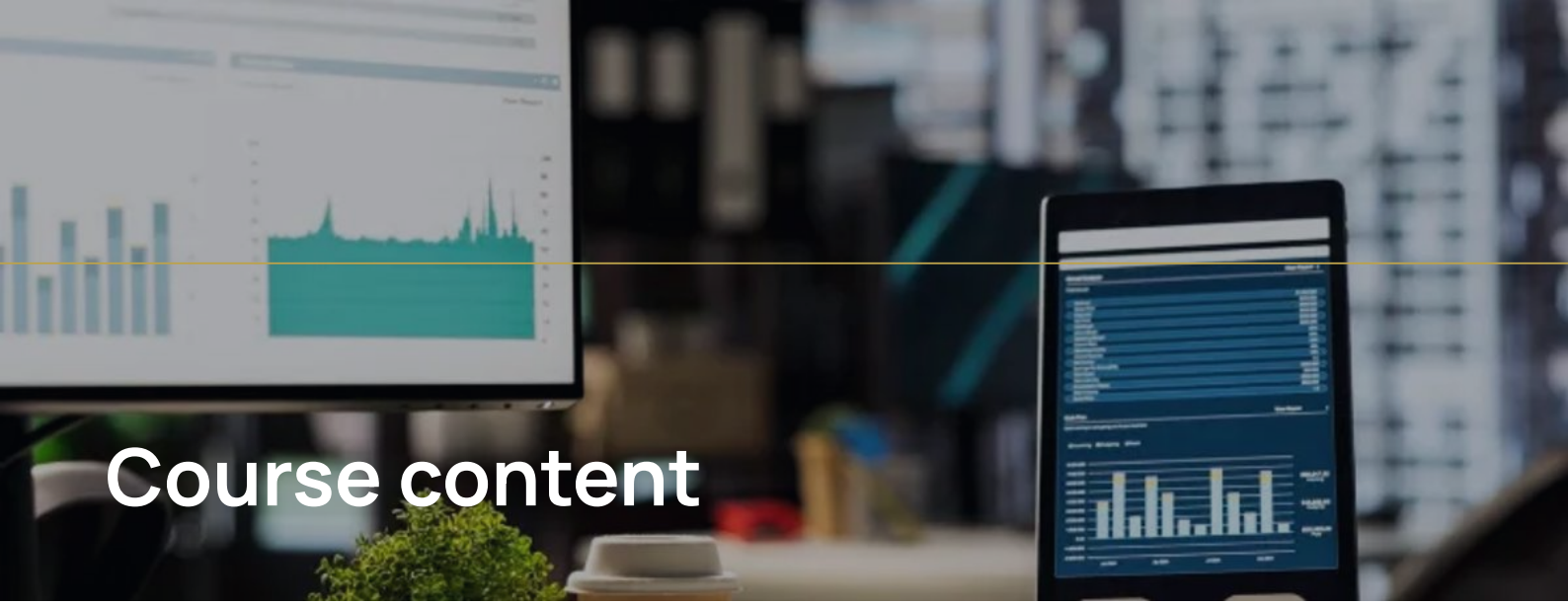
Participants will develop competencies in:
• Advanced Excel data analysis and manipulation skills.
• Financial modelling and forecasting expertise.
• Proficiency in creating automated financial reports.
• Ability to interpret and present financial data effectively.
• Skills in using Excel for budgeting and variance analysis.
• Competence in applying Excel functions for financial decision-making.

Course outline

Day 1: Excel Fundamentals for Finance

Applied activity: Participants will input financial data into a provided Excel template, applying basic functions to calculate totals and averages. They will format the data for clarity and accuracy while ensuring data validation is in place to avoid errors and improve data integrity.
Output: A well-structured Excel sheet with formatted financial data and basic calculations.

09:00–09:54	Overview of Excel interface and essential functions for finance and accounting.



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09:54–10:48	Data entry techniques and formatting for financial data management.
10:48–11:00	Basic formulas and functions: SUM, AVERAGE, and IF statements for financial analysis.
11:00–11:30	**Coffee break**
11:30–12:12	Basic formulas and functions: SUM, AVERAGE, and IF statements for financial analysis. (continued)
12:12–13:06	Introduction to data validation and error checking to ensure data integrity.
13:06–14:00	Using Excel for basic financial calculations and reporting.

Day 2: Data Analysis with Excel

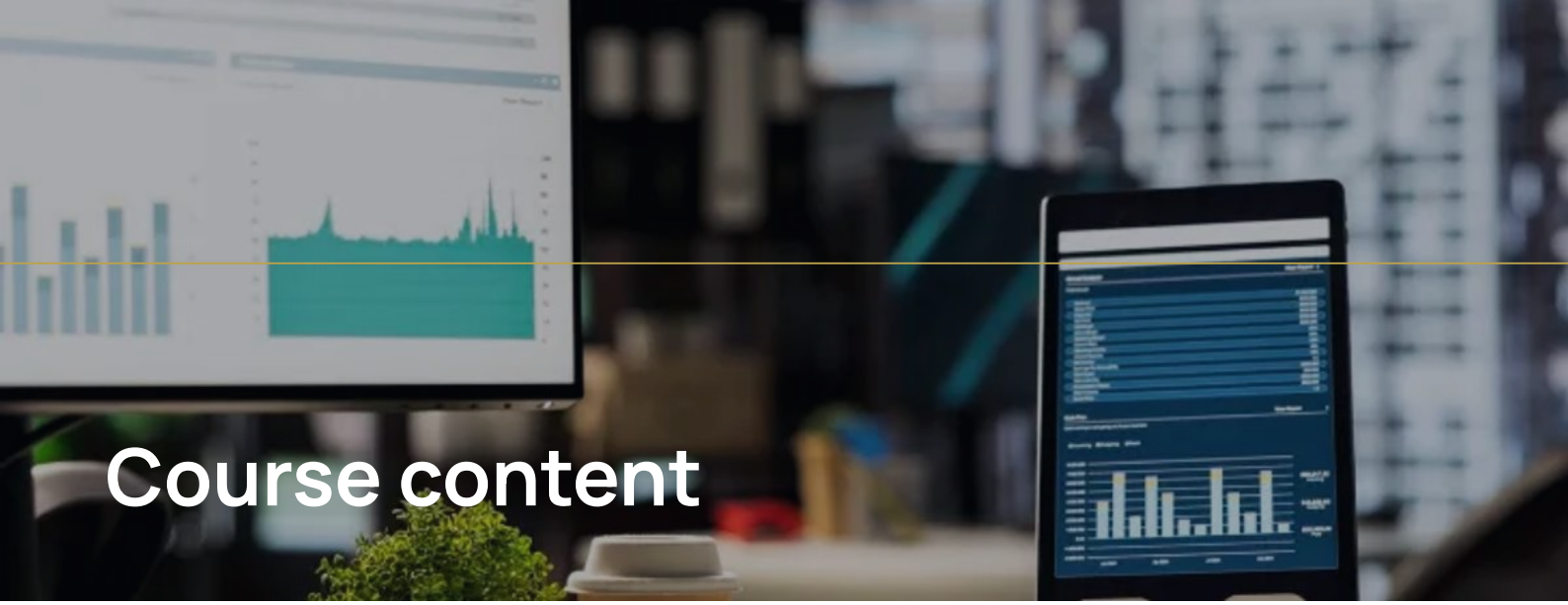
Applied activity: Participants will analyse a dataset of financial transactions, using pivot tables and charts to summarise and present the data effectively. They will apply conditional formatting to identify key trends and insights within the data, enhancing their analytical skills.
Output: A comprehensive financial analysis report with visualisations and key insights.

09:00–09:54	Using Excel functions for financial analysis: VLOOKUP, HLOOKUP, INDEX, and MATCH to retrieve data.
09:54–10:48	Creating and managing pivot tables for summarising and analysing financial data effectively.
10:48–11:00	Data visualisation techniques: charts and graphs for presenting financial information clearly.
11:00–11:30	**Coffee break**
11:30–12:12	Data visualisation techniques: charts and graphs for presenting financial information clearly. (continued)
12:12–13:06	Applying conditional formatting to highlight key financial metrics and trends.
13:06–14:00	Introduction to Excel's data analysis tools: Goal Seek and Scenario Manager for decision support.

Day 3: Financial Modelling Techniques

Applied activity: Participants will create a financial model for a fictional company, incorporating various scenarios and assumptions to forecast future performance. They will document their assumptions and present their findings to the group, simulating a real-world financial analysis environment.
Output: A dynamic financial model with clear documentation and scenario analysis.

09:00–09:54	Building dynamic financial models: structure, components, and best practices for finance.
09:54–10:48	Incorporating assumptions and scenarios into financial models for accurate forecasting.
10:48–11:00	Using Excel functions for forecasting: FORECAST, TREND, and exponential smoothing techniques.



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11:00–11:30	**Coffee break**
11:30–12:12	Using Excel functions for forecasting: FORECAST, TREND, and exponential smoothing techniques. (continued)
12:12–13:06	Sensitivity analysis: understanding the impact of variable changes on financial outcomes.
13:06–14:00	Best practices for financial model documentation and presentation to stakeholders.

Day 4: Automating Financial Processes

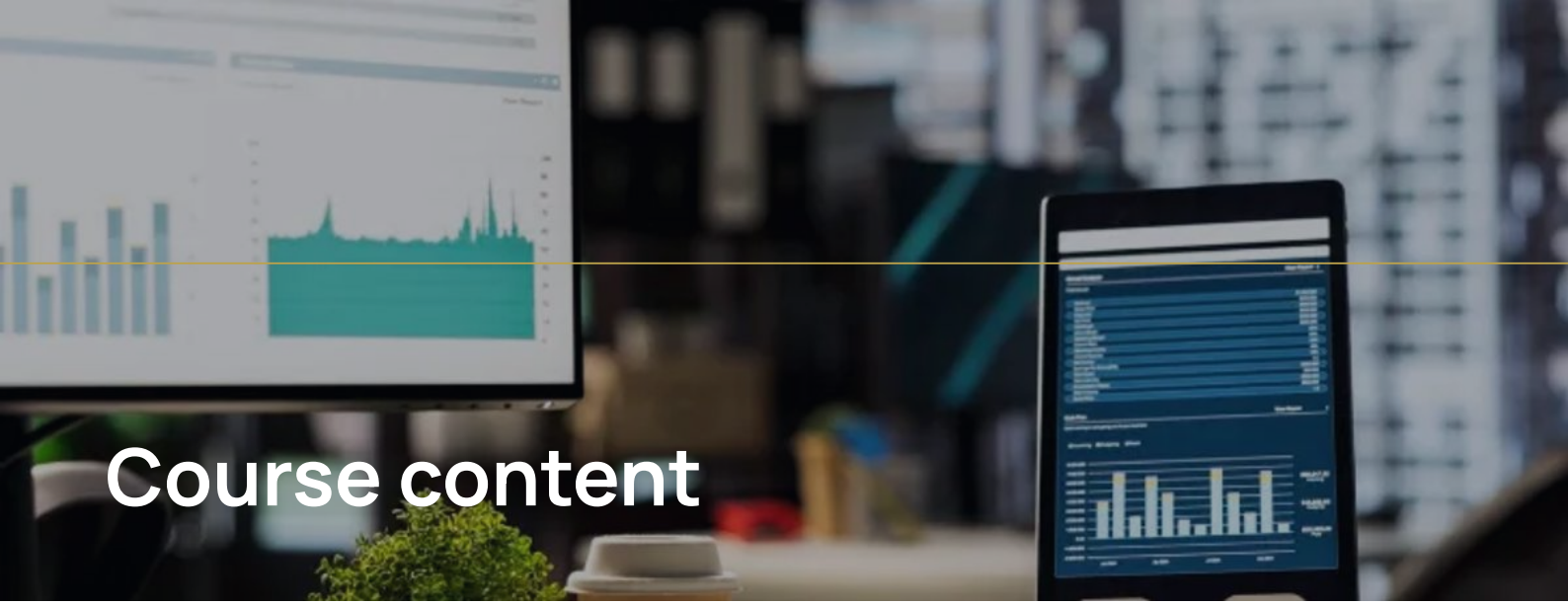
Applied activity: Participants will develop a macro-enabled Excel template that automates the generation of monthly financial reports, including data import, formatting, and calculations. They will test the macros to ensure functionality and reliability in a financial reporting context.
Output: An automated reporting template with functional macros for financial reporting.

09:00–09:54	Introduction to Excel macros: recording, editing, and best practices for automation.
09:54–10:48	Using VBA for advanced automation tasks in finance and accounting processes.
10:48–11:00	Creating automated reporting templates for monthly financial statements to save time.
11:00–11:30	**Coffee break**
11:30–12:12	Creating automated reporting templates for monthly financial statements to save time. (continued)
12:12–13:06	Integrating Excel with external data sources for real-time updates and reporting.
13:06–14:00	Best practices for maintaining and troubleshooting Excel automation to ensure reliability.

Day 5: Integrated Financial Analysis Project

Applied activity: In groups, participants will analyse a complex financial case, applying all Excel techniques learned throughout the course to create a comprehensive report and presentation. They will collaborate to ensure thorough analysis and clear communication of findings, simulating a real-world financial advisory scenario.
Output: A complete financial analysis report and presentation, showcasing insights and recommendations.

09:00–09:54	Combining Excel skills for comprehensive financial analysis and reporting.
09:54–10:48	Real-world case study: applying all learned techniques to a complex financial scenario.
10:48–11:00	Collaborative group work to develop a complete financial analysis and presentation for stakeholders.
11:00–11:30	**Coffee break**



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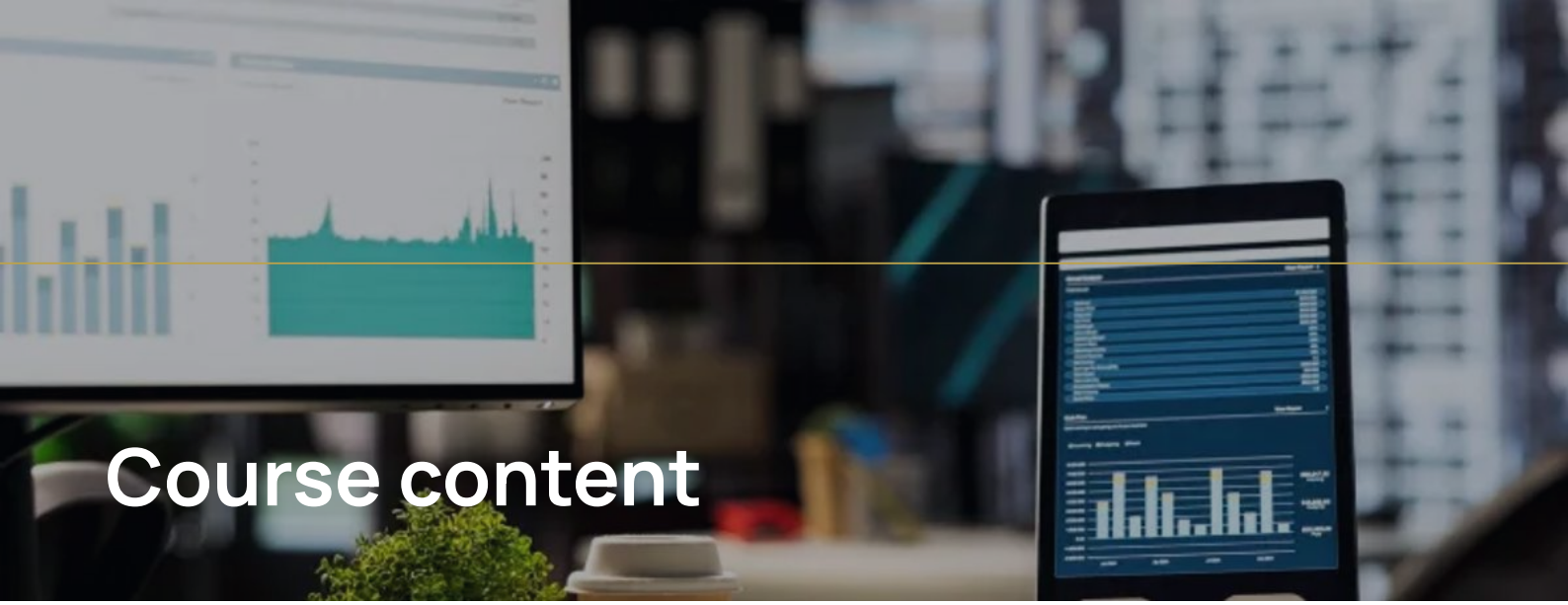
11:30–12:12	Collaborative group work to develop a complete financial analysis and presentation for stakeholders. (continued)
12:12–13:06	Presenting financial findings and recommendations to stakeholders effectively.
13:06–14:00	Feedback and evaluation of financial analysis presentations to enhance learning.

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.

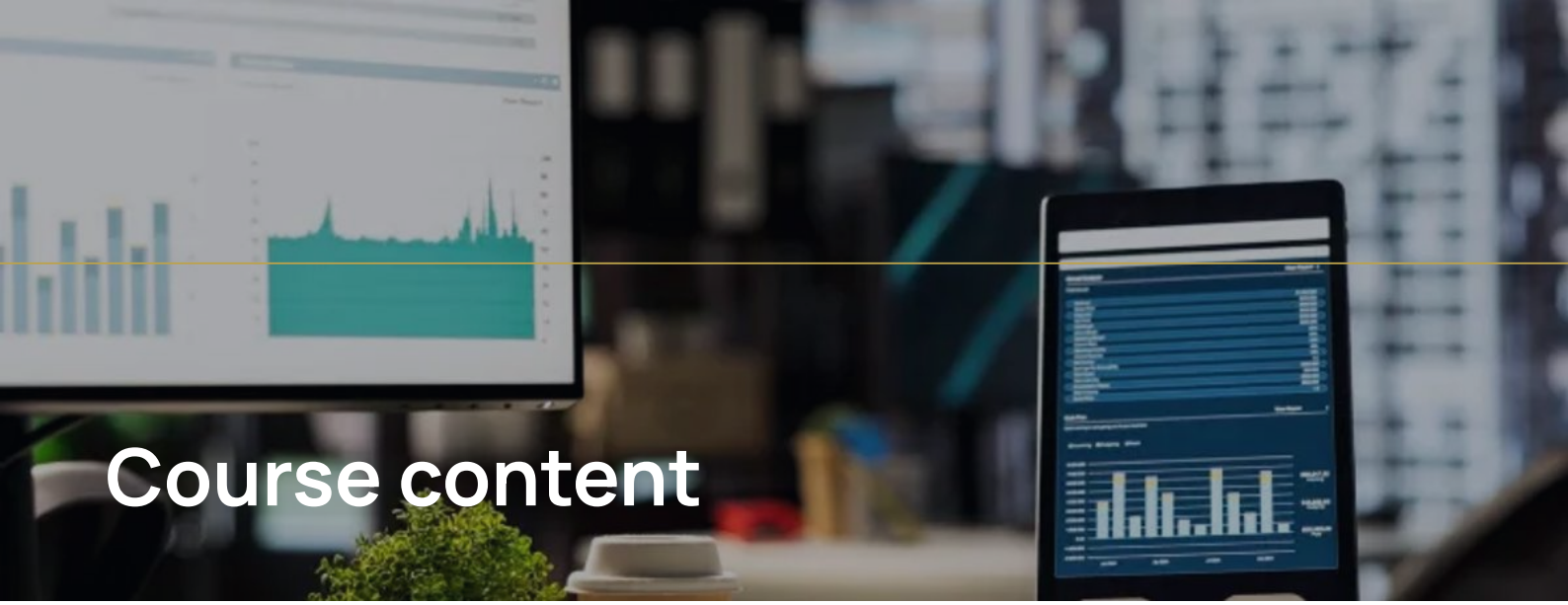
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,890.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,650.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,540.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**



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Dates, venues and fees (continued)

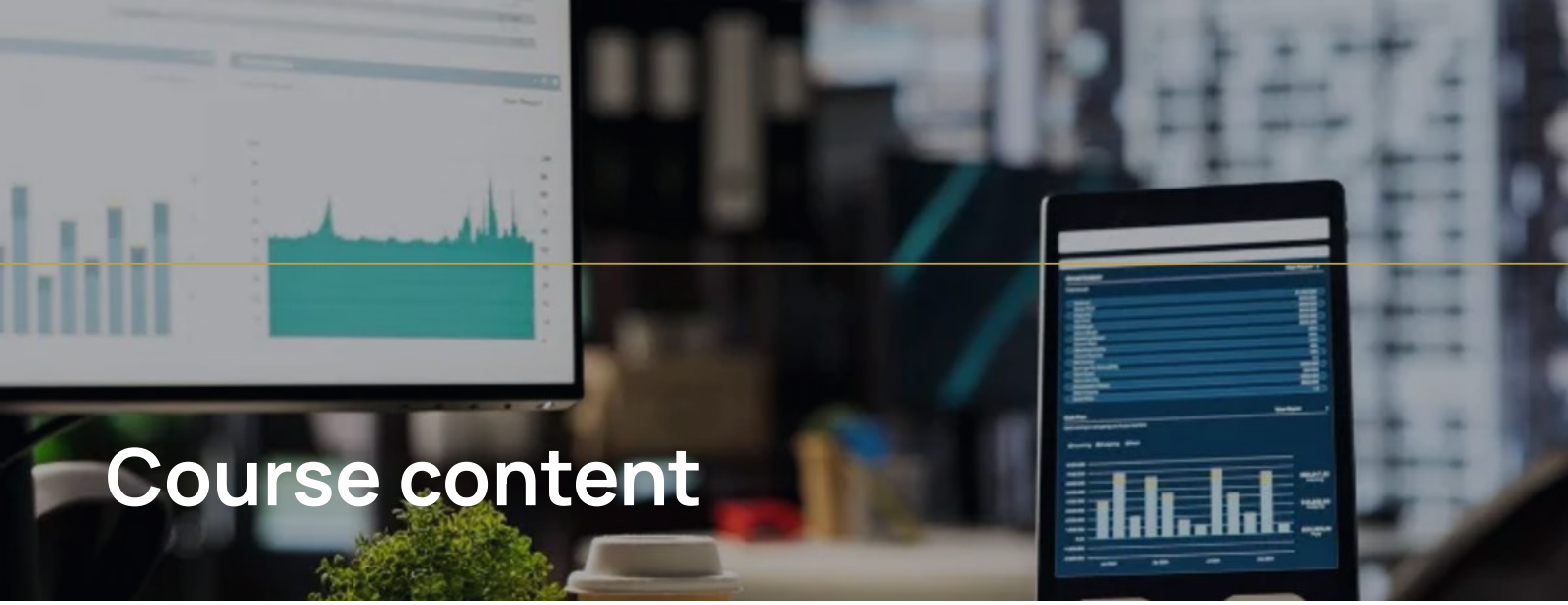
Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,820.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**£3,150.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Barcelona Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,840.-**



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Dates, venues and fees (continued)

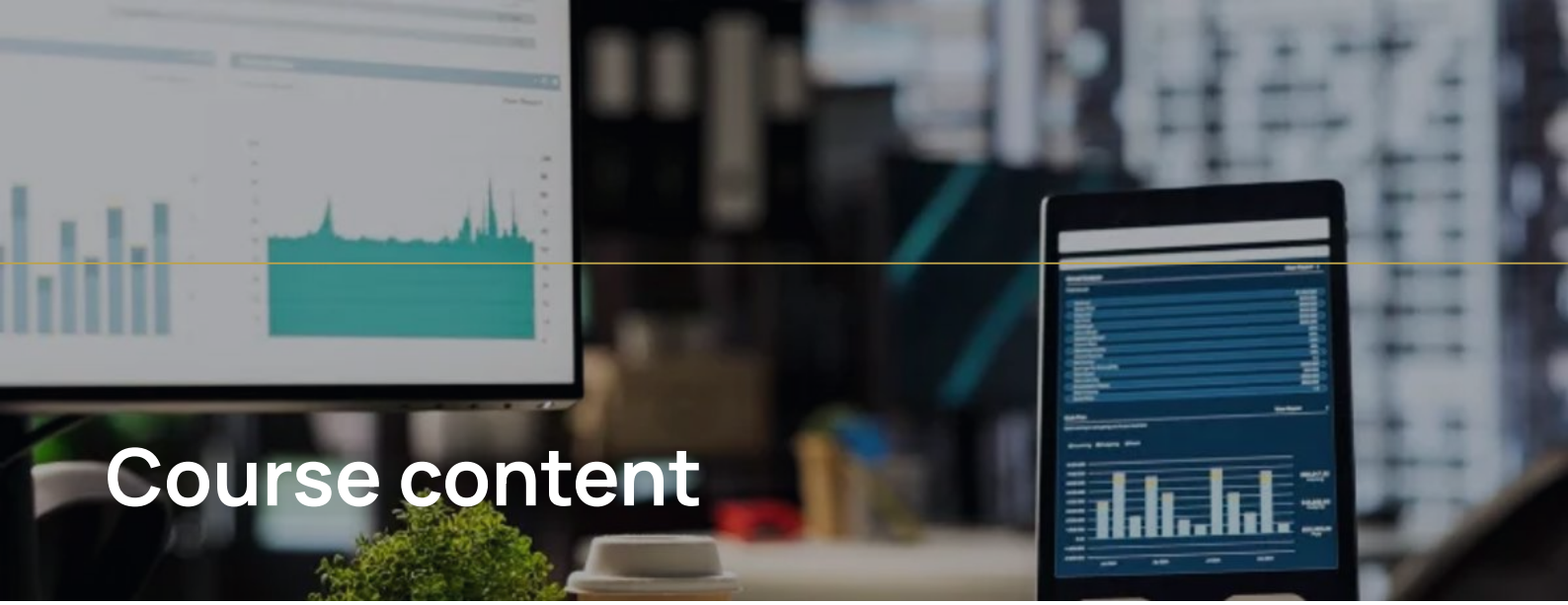
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,450.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Paris Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,860.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.-**
Istanbul Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,650.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.-**
Amsterdam Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,540.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**



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Dates, venues and fees (continued)

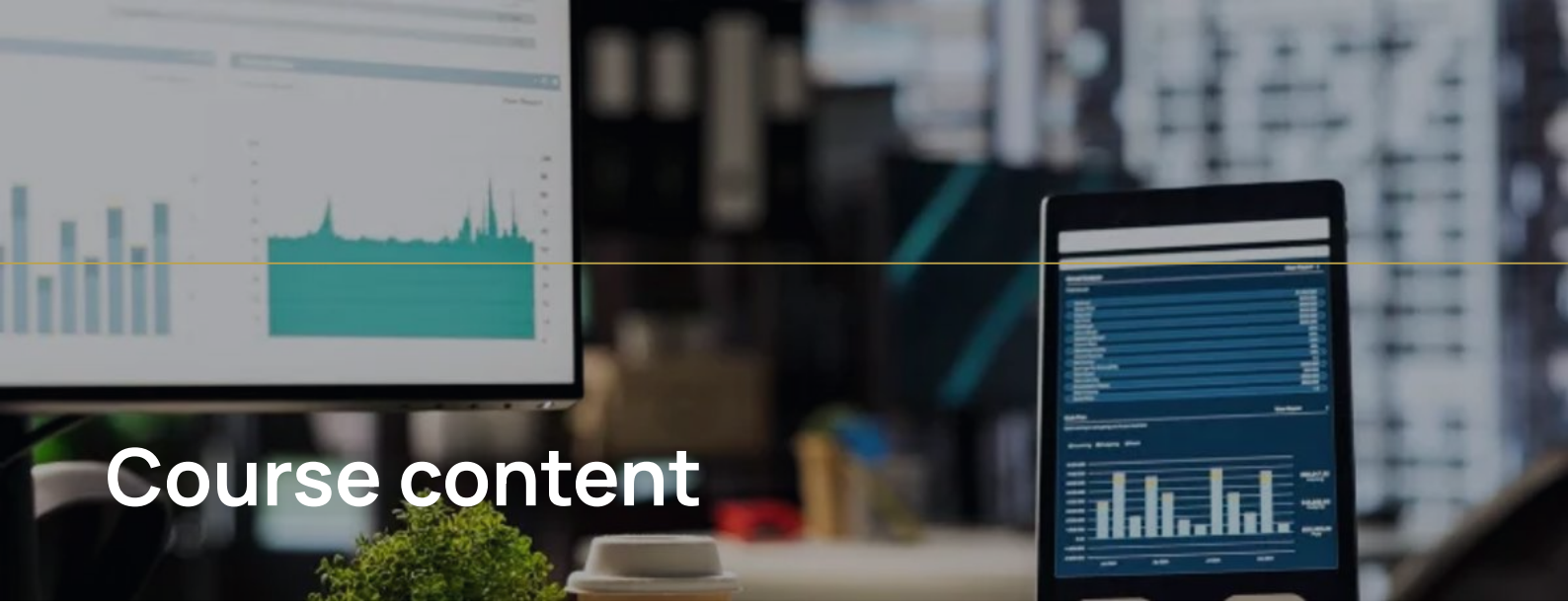
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Singapore Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,820.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
London Confirmed dates	3 May 2027	7 May 2027	**£2,450.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Dubai Confirmed dates	17 May 2027	21 May 2027	**£3,150.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,650.–**



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Dates, venues and fees (continued)

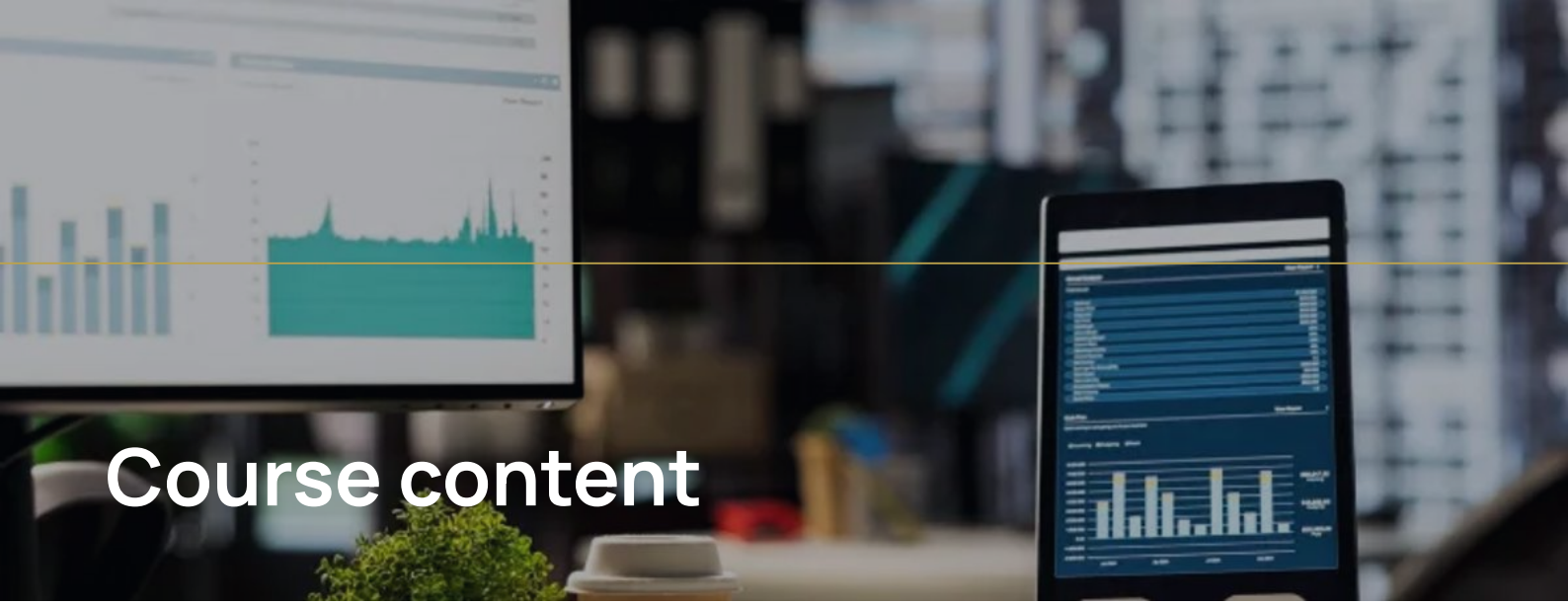
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Vienna Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,940.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,650.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

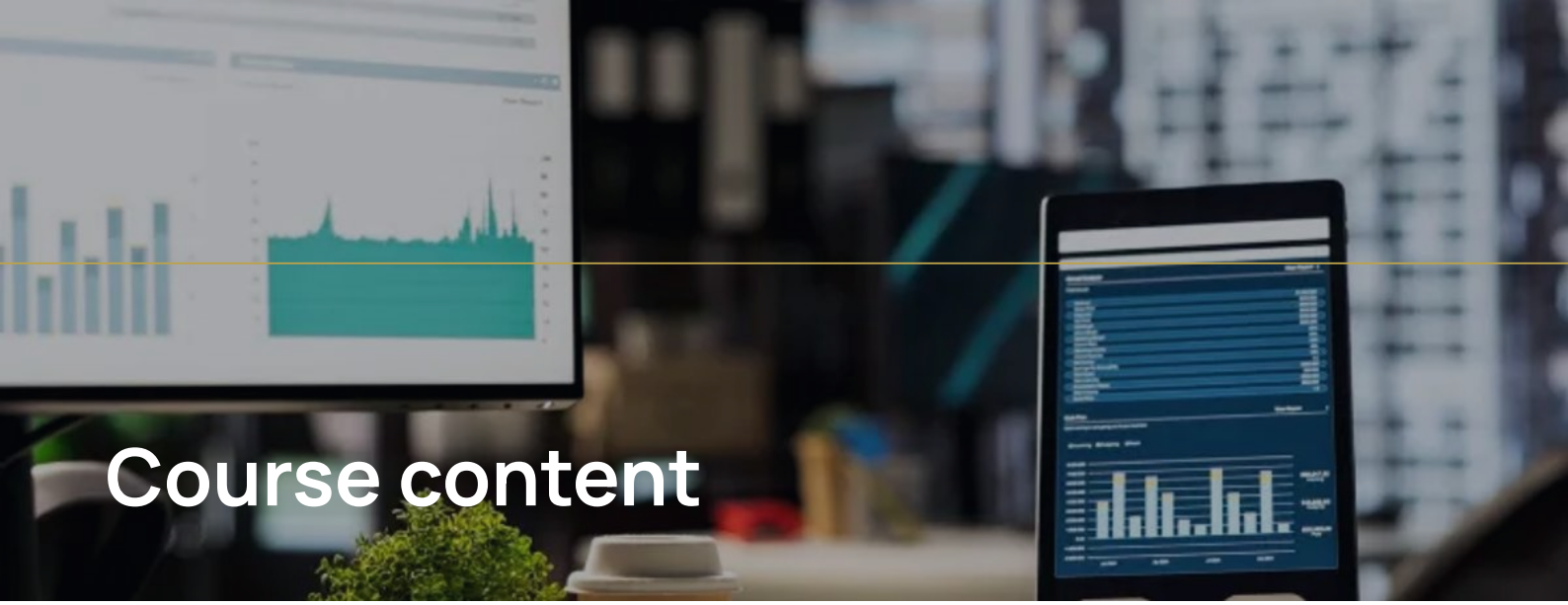
Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,540.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Singapore Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,820.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Rome Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**£3,150.-**



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Dates, venues and fees (continued)

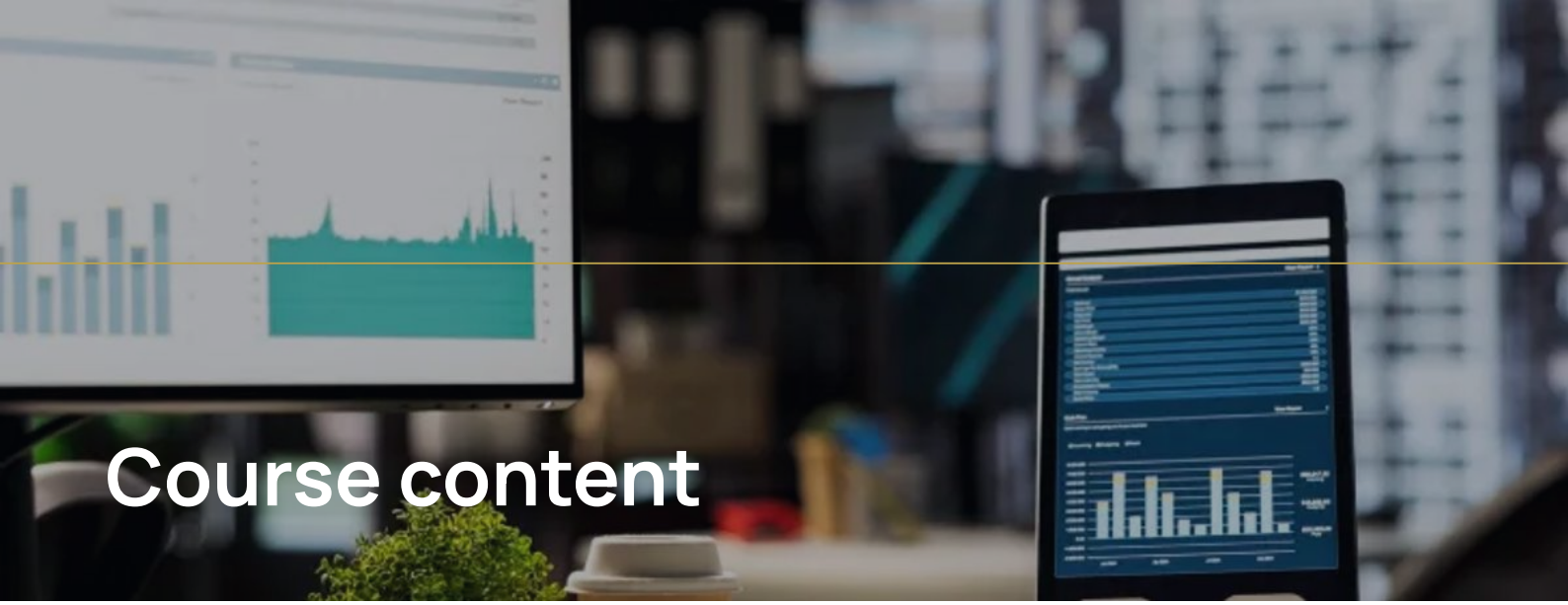
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,650.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Rome Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Paris Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,860.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,650.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Amsterdam Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,540.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Singapore Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,820.-**
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.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

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