

FINANCE & ACCOUNTING | COURSE BROCHURE

Fast Closing Month-End & Year-End Accounts

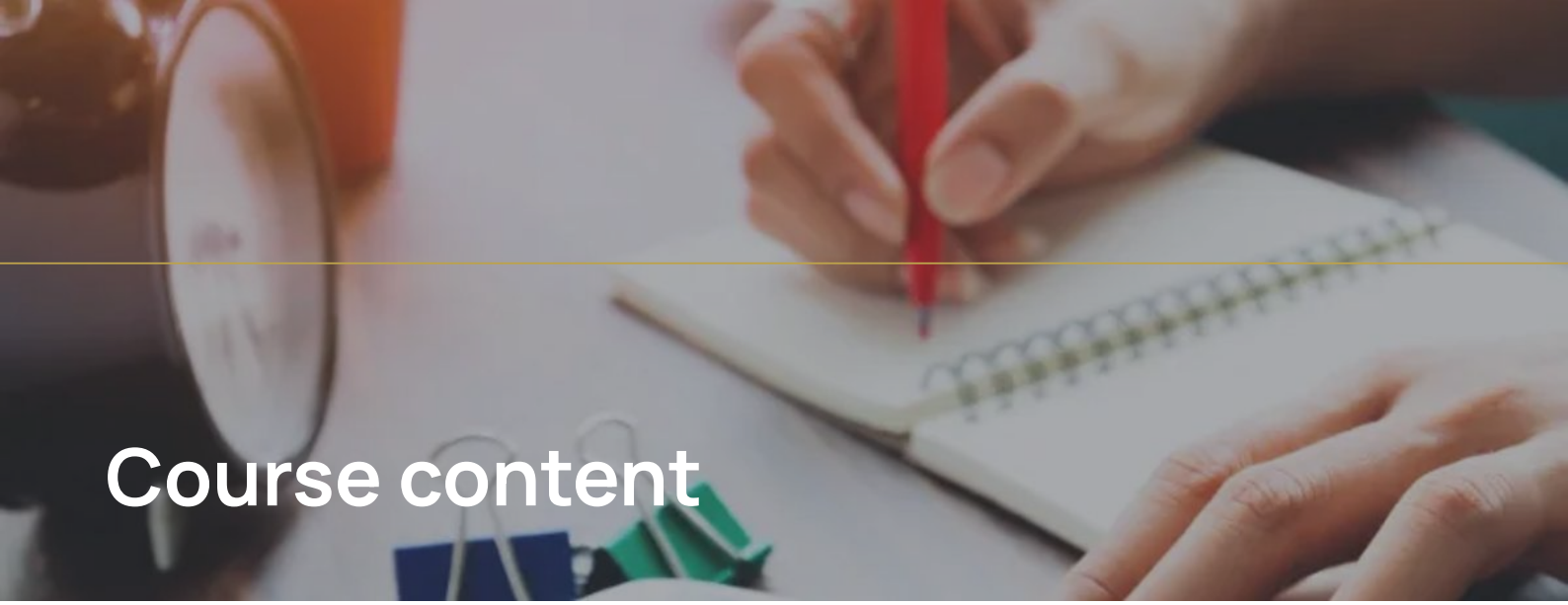
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course equips finance professionals with practical skills for efficiently closing month-end and year-end accounts. Participants will learn streamlined processes, effective tools, and best practices to enhance accuracy and reduce closing time, ensuring timely financial reporting and compliance.

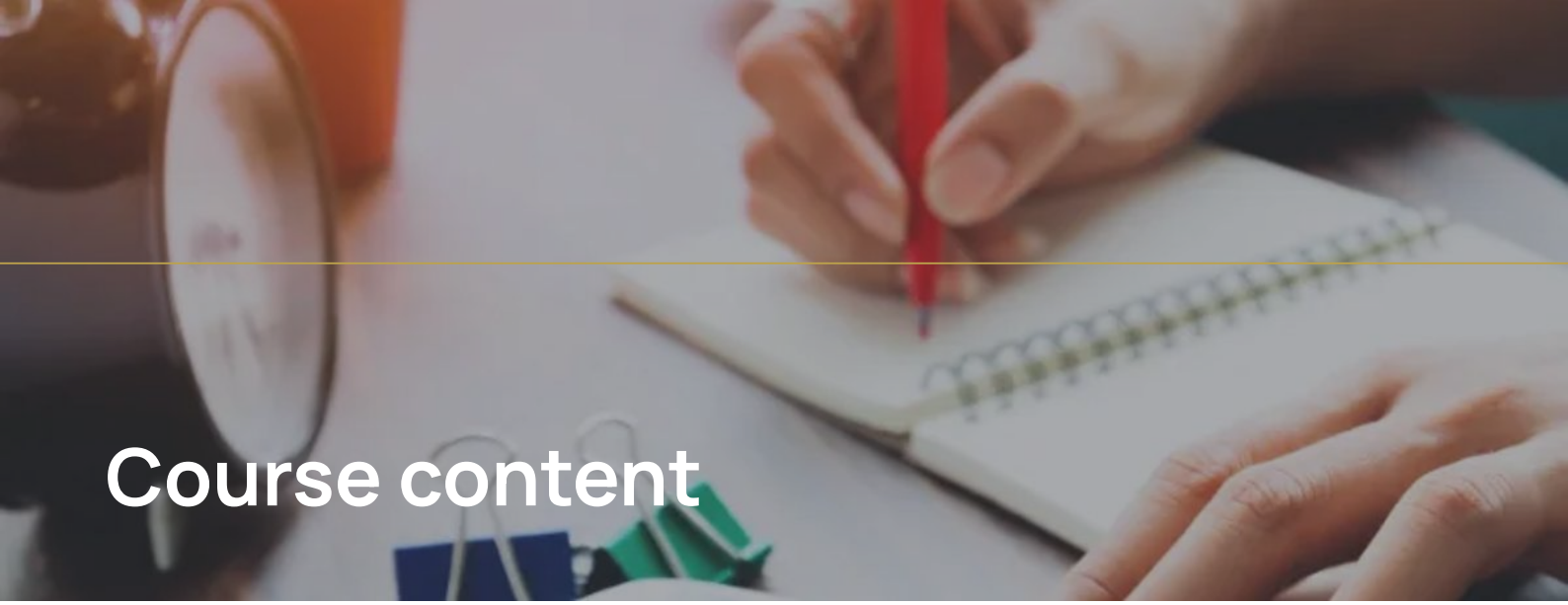
Finance teams often face significant challenges in meeting tight deadlines for month-end and year-end closings, which can lead to increased stress and potential inaccuracies in financial reporting. These issues are critical, as delays can impact decision-making and stakeholder trust. This course addresses these challenges by providing participants with practical techniques and methodologies to streamline their closing processes, ensuring timely and accurate financial reporting. By mastering these skills, finance professionals can enhance their team's efficiency, reduce errors, and contribute to better strategic decisions within their organisations, ultimately improving financial health and compliance. Participants will engage in hands-on exercises that simulate real-world closing scenarios, allowing them to practice key tasks such as reconciliations, adjustments, and reporting. They will learn to use specific tools and methodologies that facilitate a faster closing process, enabling them to confidently handle the complexities of financial closures. This practical experience will empower participants to implement these strategies in their workplaces, ensuring they can effectively manage the month-end and year-end processes. By the end of the course, participants will have developed a comprehensive understanding of the financial closing cycle, equipping them to drive improvements in their organisations.

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

This course employs a blend of interactive workshops, case studies, and practical simulations to build participants' capabilities in fast closing processes. Each day includes targeted exercises that mimic real-world scenarios, allowing participants to apply learned techniques in a controlled environment. Participants will work in groups to analyse case studies, perform reconciliations, and develop closing strategies. Outputs will include reconciled financial statements, customised closing checklists, and year-end closing plans, providing tangible evidence of participants' learning and readiness to implement changes in their organisations. This hands-on approach ensures that participants can translate theory into practice effectively, enhancing their confidence and competence in financial closures.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse the month-end closing process to identify bottlenecks and inefficiencies.
• Calculate key financial metrics for timely reporting during month-end and year-end.
• Diagnose discrepancies in financial records and propose corrective actions.
• Design a streamlined closing checklist tailored to specific organisational needs.
• Prioritise tasks during the closing process to enhance efficiency and accuracy.
• Assess the effectiveness of various financial closing tools and software.
• Construct a year-end closing plan that incorporates best practices and compliance requirements.

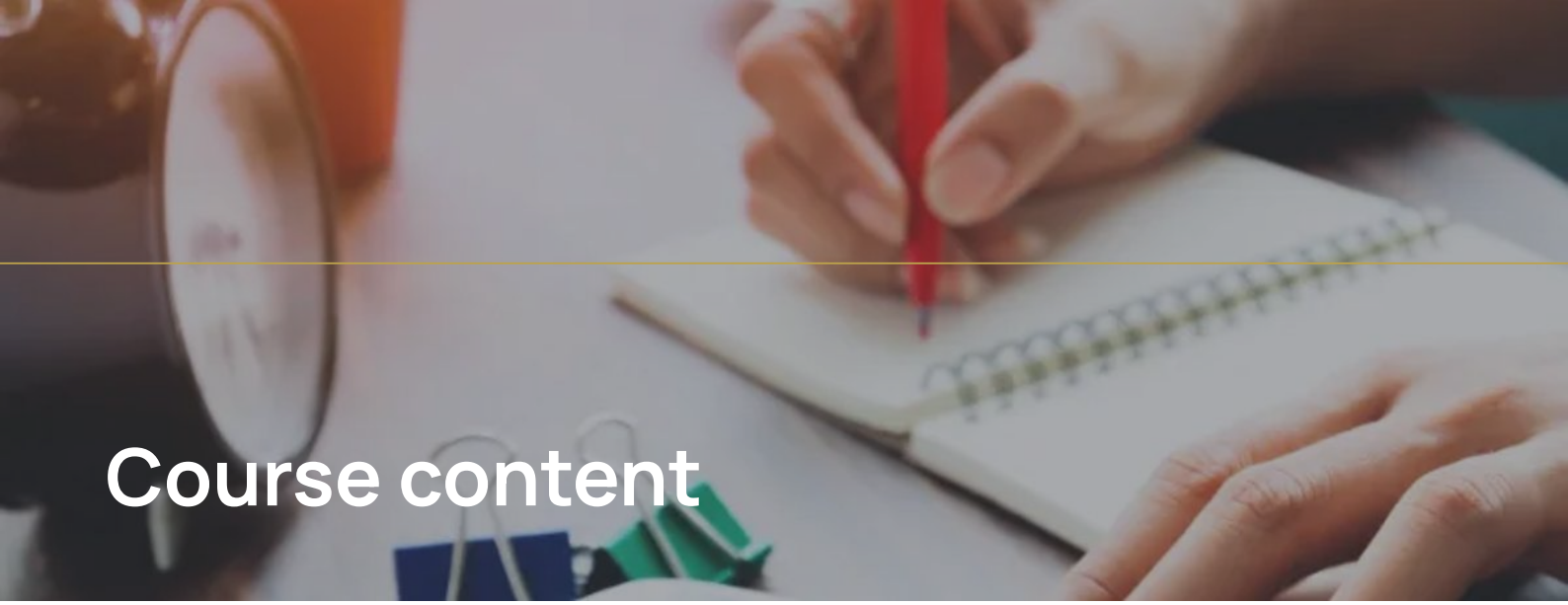
Target audience

This course is suitable for:
• Accountants responsible for financial reporting and closing processes, as they need to enhance their efficiency in month-end and year-end tasks.
• Financial analysts who require timely and accurate data for analysis and decision-making, ensuring they can support organisational goals effectively.
• Finance managers overseeing the closing process, needing to implement strategies that reduce closing time and improve accuracy.
• Controllers who are responsible for compliance and reporting, requiring a deep understanding of efficient closing practices and tools.

Target competencies

Participants will develop competencies in:
• Streamlining financial closing processes for efficiency.
• Utilising financial software tools for accurate reporting.
• Conducting thorough reconciliations to ensure data integrity.
• Implementing best practices for compliance in financial reporting.
• Facilitating team collaboration during the closing process.
• Developing effective communication strategies for financial reporting.

Course outline



Course content

Day 1: Understanding the Closing Process

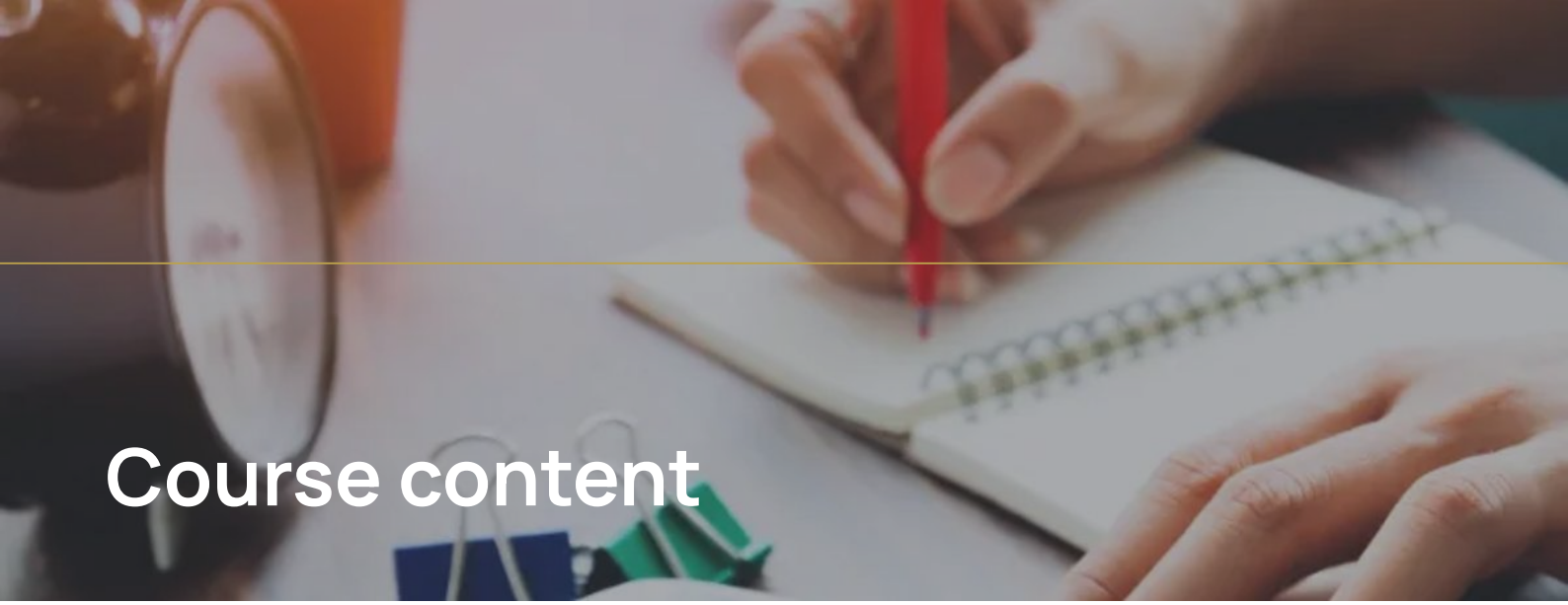
Applied activity: Participants will analyse a fictional company's month-end closing process to identify inefficiencies and suggest improvements. They will work in groups to discuss their findings and propose a streamlined approach, focusing on specific tasks that can be expedited.
Output: A report detailing identified bottlenecks and proposed solutions, including a revised closing timeline.

09:00–09:54	Overview of month-end and year-end closing processes, including key timelines.
09:54–10:48	Key financial statements involved in the closing, such as balance sheets and income statements.
10:48–11:00	Common challenges faced during the closing period and their implications.
11:00–11:30	**Coffee break**
11:30–12:12	Common challenges faced during the closing period and their implications. (continued)
12:12–13:06	Best practices for effective financial closures to ensure accuracy and compliance.
13:06–14:00	Introduction to tools that aid in the closing process, including software and checklists.

Day 2: Financial Reconciliations and Adjustments

Applied activity: Participants will perform reconciliations on provided financial data, identifying discrepancies and making necessary adjustments. They will document their process and findings for review, focusing on the rationale behind each adjustment made.
Output: A reconciled financial statement with documented adjustments and explanations for discrepancies.

09:00–09:54	Importance of reconciliations in the closing process and their impact on accuracy.
09:54–10:48	Methods for reconciling accounts effectively, including bank and ledger reconciliations.
10:48–11:00	Identifying and correcting discrepancies in financial records through systematic approaches.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying and correcting discrepancies in financial records through systematic approaches. (continued)
12:12–13:06	Best practices for making necessary adjustments to ensure compliance and accuracy.
13:06–14:00	Utilising software tools for reconciliations to enhance efficiency and reduce errors.



Course content

Day 3: Streamlining the Closing Checklist

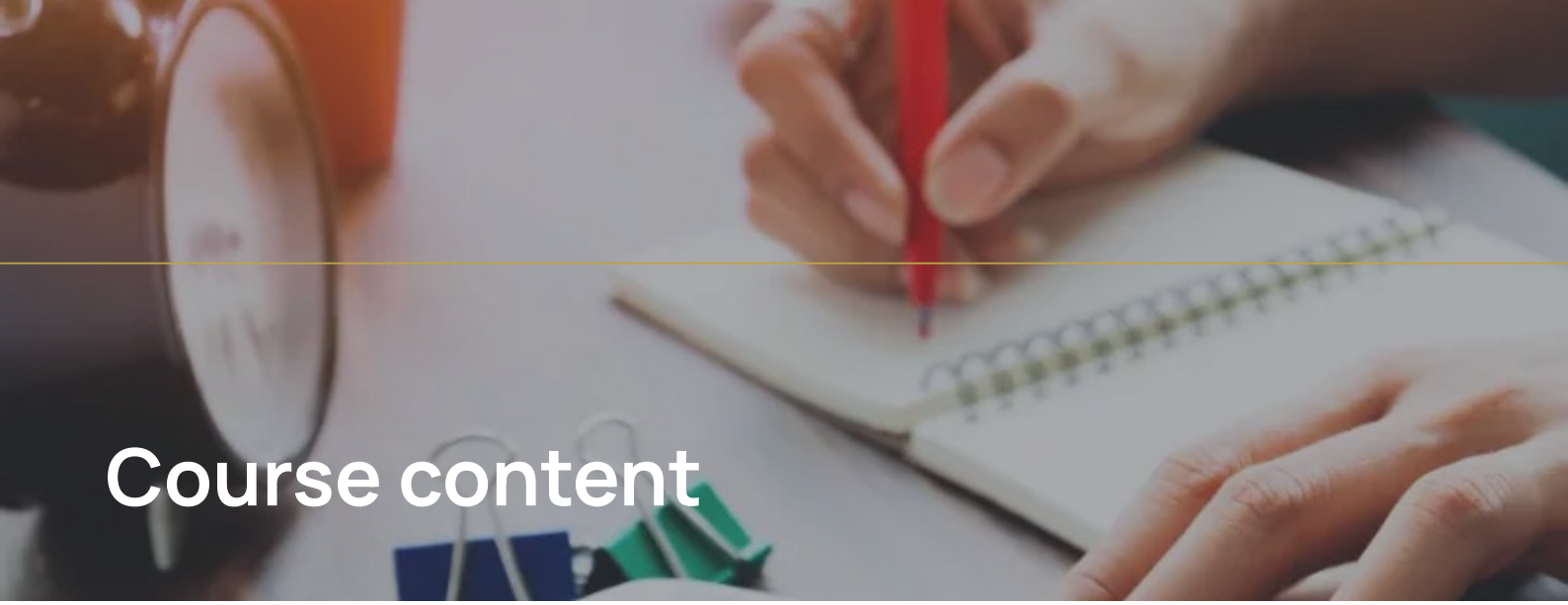
Applied activity: Participants will create a customised month-end closing checklist based on a case study of a fictional company, ensuring all critical tasks are included and prioritised according to their impact on the closing process.
Output: A comprehensive month-end closing checklist tailored to the fictional company's needs.

09:00–09:54	Components of an effective closing checklist, including essential tasks and timelines.
09:54–10:48	Customising checklists for different organisational needs and types of closures.
10:48–11:00	Prioritising tasks for efficient closing to minimise delays and errors.
11:00–11:30	**Coffee break**
11:30–12:12	Prioritising tasks for efficient closing to minimise delays and errors. (continued)
12:12–13:06	Incorporating compliance checks into the checklist to ensure regulatory adherence.
13:06–14:00	Reviewing checklist effectiveness post-closing to identify areas for improvement.

Day 4: Leveraging Technology in Financial Closures

Applied activity: Participants will evaluate a selection of financial software tools, discussing their features and benefits in small groups. They will present their findings on the best tools for a fictional company, considering specific closing needs and challenges.
Output: A presentation summarising the evaluation of financial software tools, including recommendations for implementation.

09:00–09:54	Overview of financial software tools for closing processes, including ERP systems and reporting tools.
09:54–10:48	Evaluating the effectiveness of different tools and their impact on closing efficiency.
10:48–11:00	Integrating technology into the closing workflow to streamline processes and reduce manual errors.
11:00–11:30	**Coffee break**
11:30–12:12	Integrating technology into the closing workflow to streamline processes and reduce manual errors. (continued)
12:12–13:06	Training teams on new software solutions to ensure smooth adoption and usage.
13:06–14:00	Case studies of successful technology implementations in financial closures.



Course content

Day 5: Developing a Year-End Closing Strategy

Applied activity: Participants will develop a comprehensive year-end closing strategy for a fictional organisation, including timelines, tasks, and compliance checks. They will present their strategies to the group for feedback, focusing on potential challenges and solutions.
Output: A detailed year-end closing strategy document that outlines key tasks and timelines.

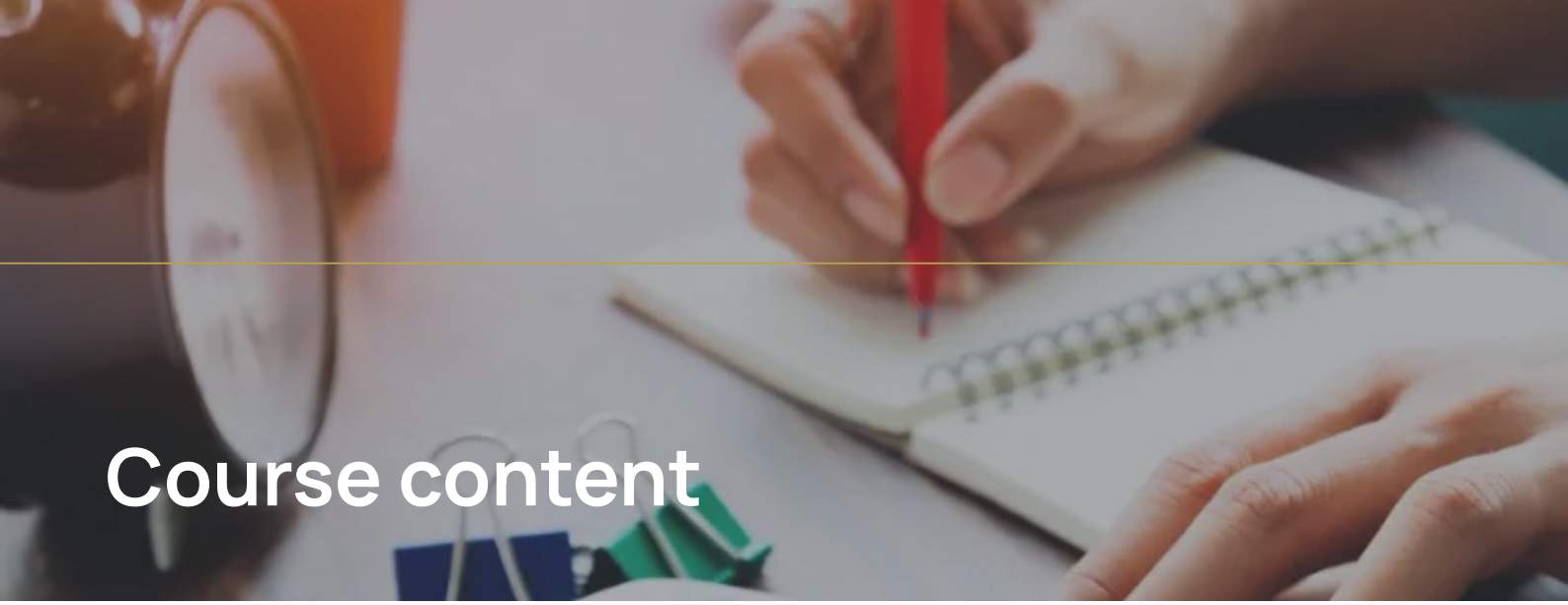
09:00–09:54	Planning for year-end closures: key considerations and timelines for various tasks.
09:54–10:48	Creating a detailed timeline for year-end tasks, including audits and reporting.
10:48–11:00	Incorporating best practices for compliance and accuracy in year-end reporting.
11:00–11:30	**Coffee break**
11:30–12:12	Incorporating best practices for compliance and accuracy in year-end reporting. (continued)
12:12–13:06	Engaging teams in the year-end process to ensure collaboration and accountability.
13:06–14:00	Reviewing and improving the year-end strategy based on feedback and outcomes.

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.

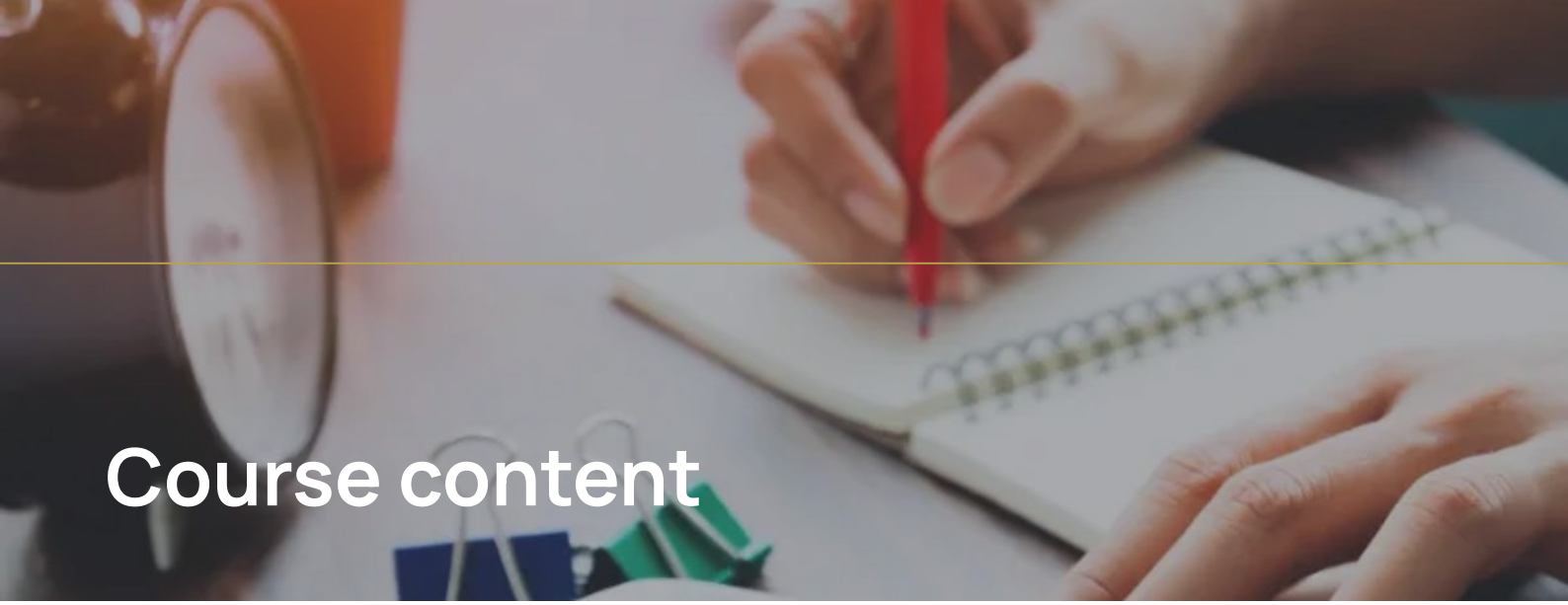
Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**£3,150.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.-**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,650.-**



Course content

Dates, venues and fees (continued)

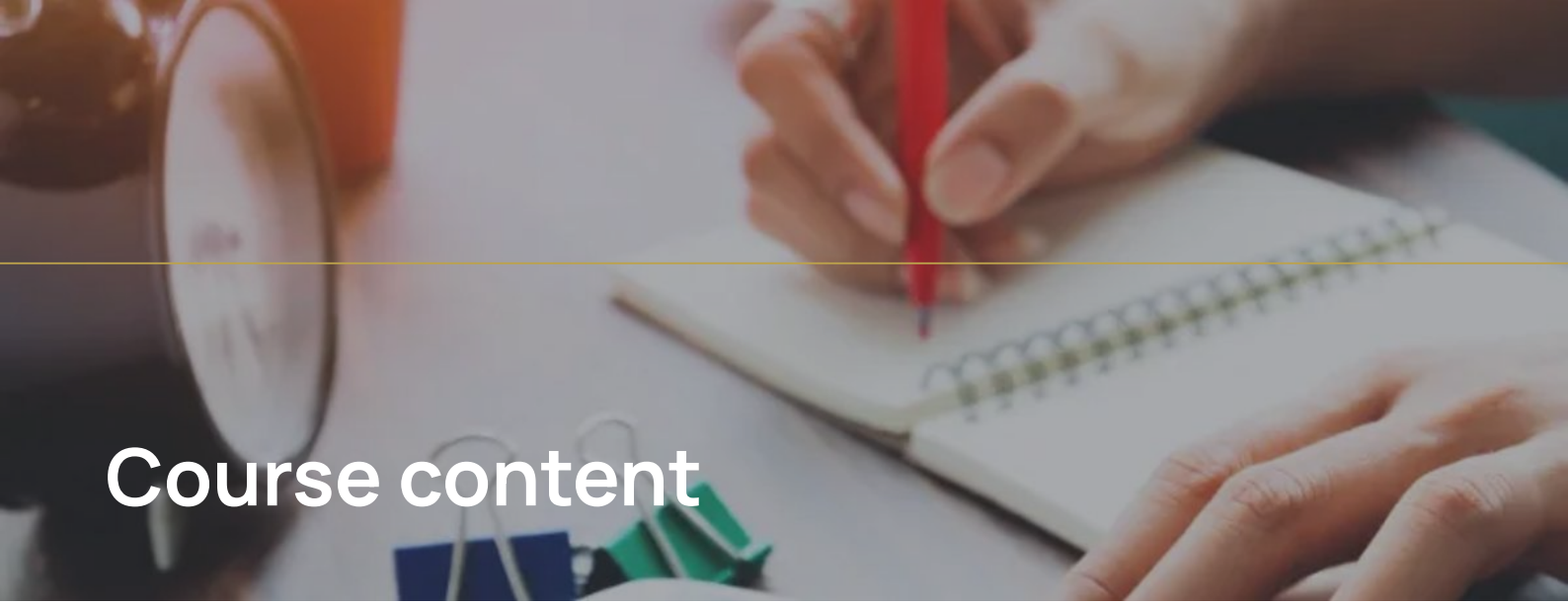
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Rome Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,860.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,650.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

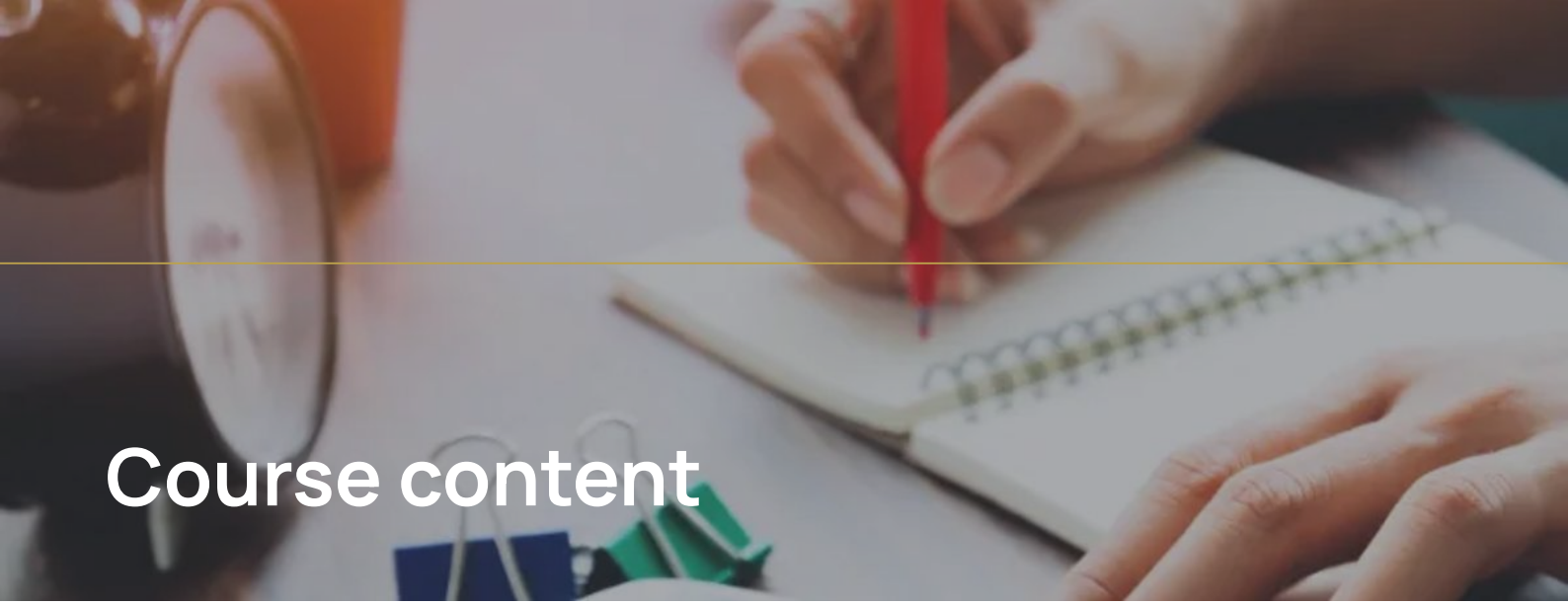
Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,540.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,820.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
Cape Town Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,890.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,450.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.-**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**£3,150.-**



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Dates, venues and fees (continued)

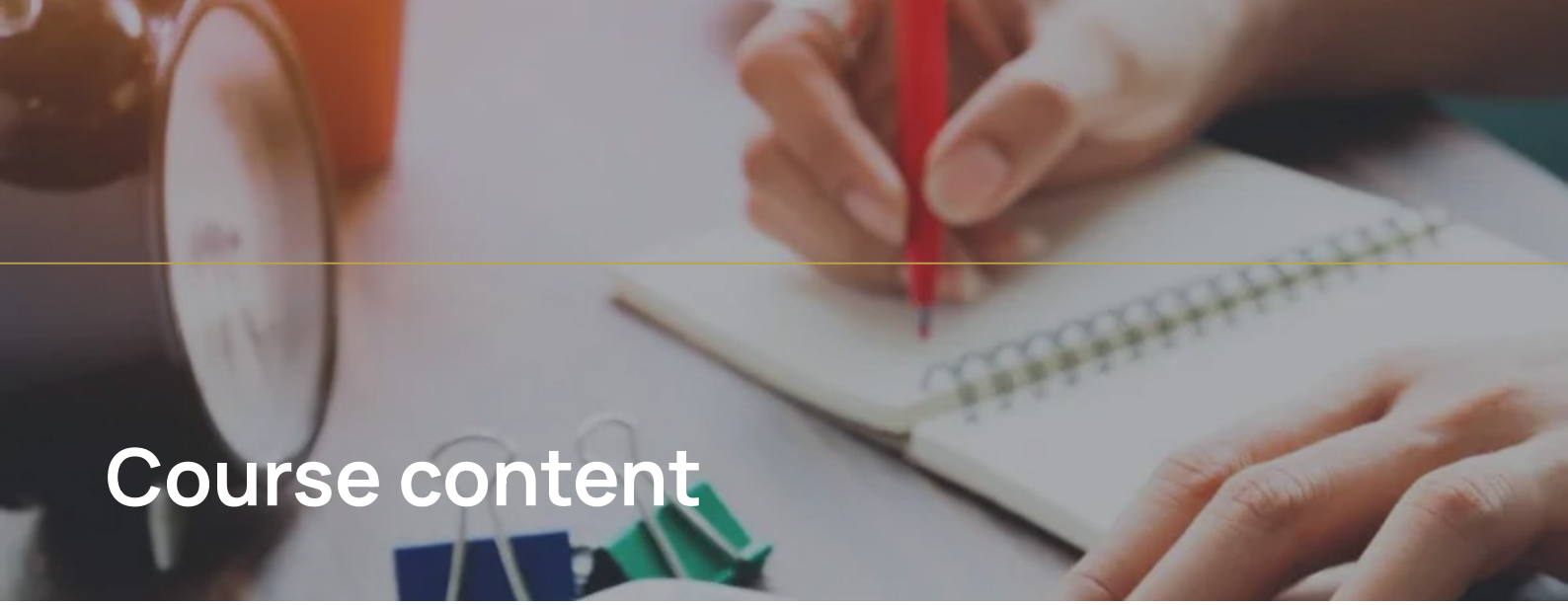
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.-**
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,650.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,450.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,890.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,860.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**



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Dates, venues and fees (continued)

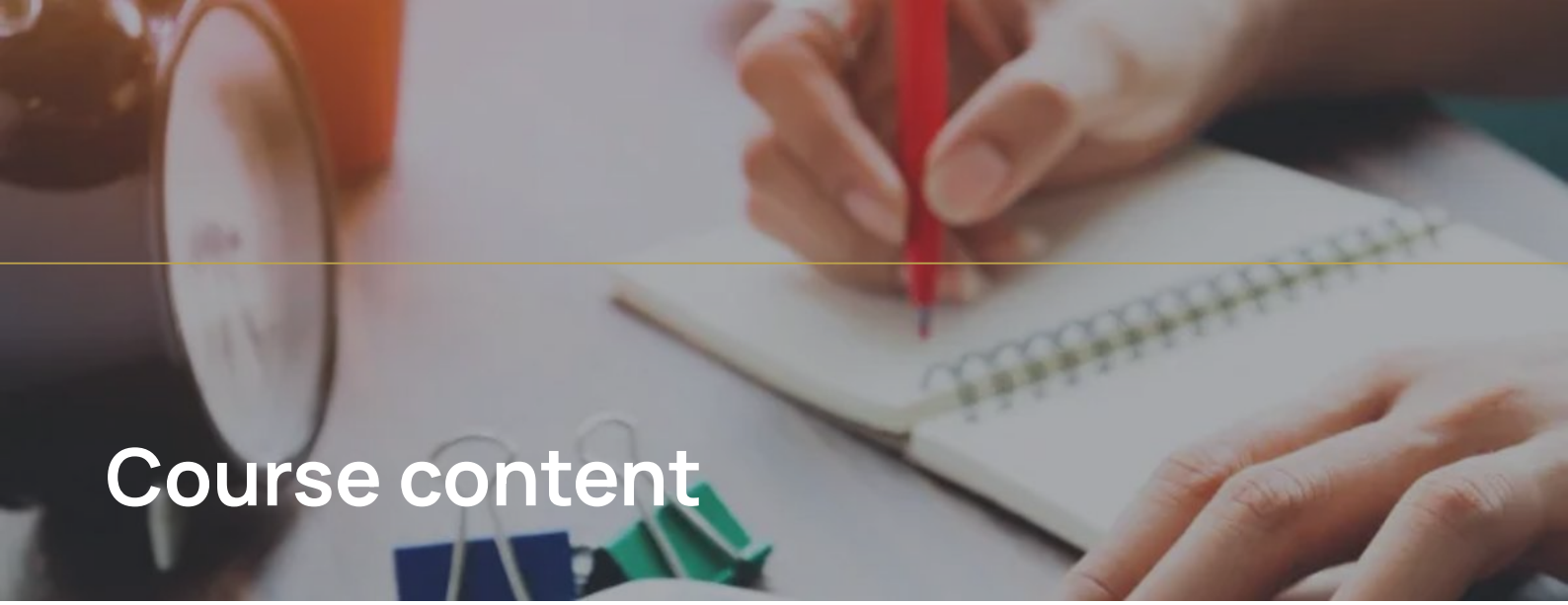
Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	10 May 2027	14 May 2027	**£2,650.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**£2,540.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,820.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,450.-**



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Dates, venues and fees (continued)

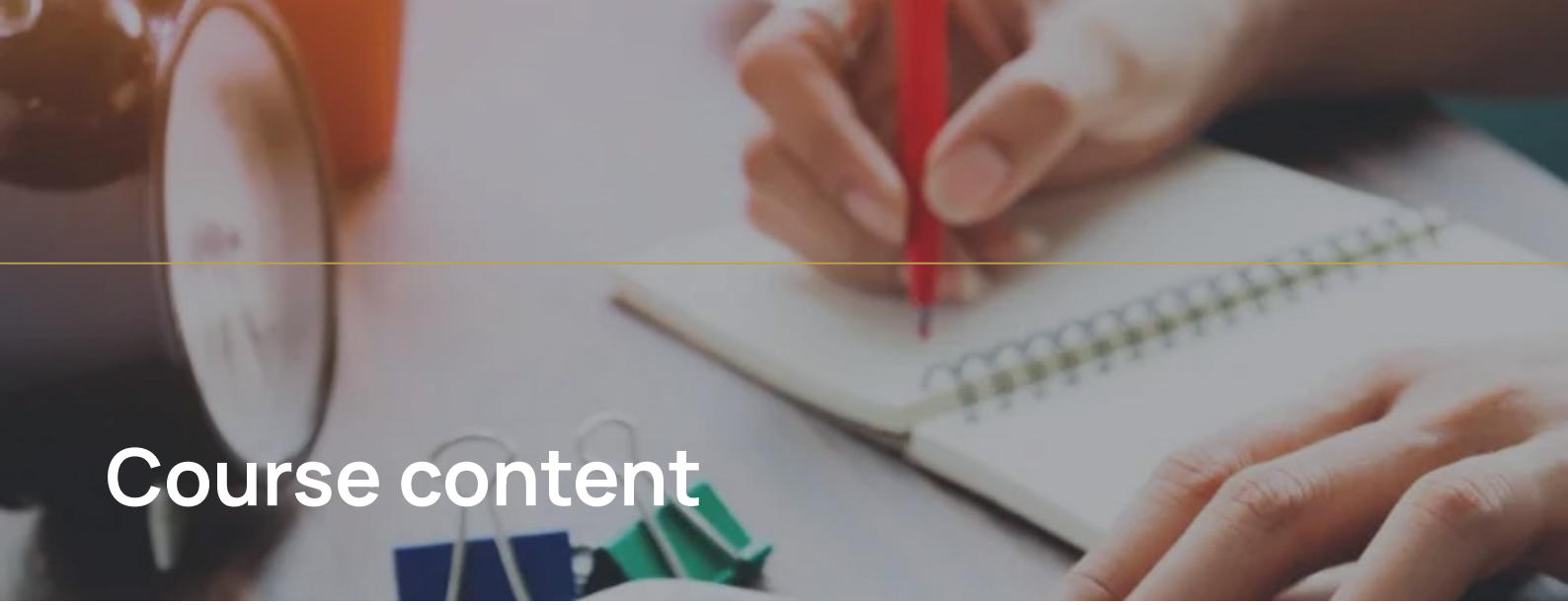
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**£3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,840.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

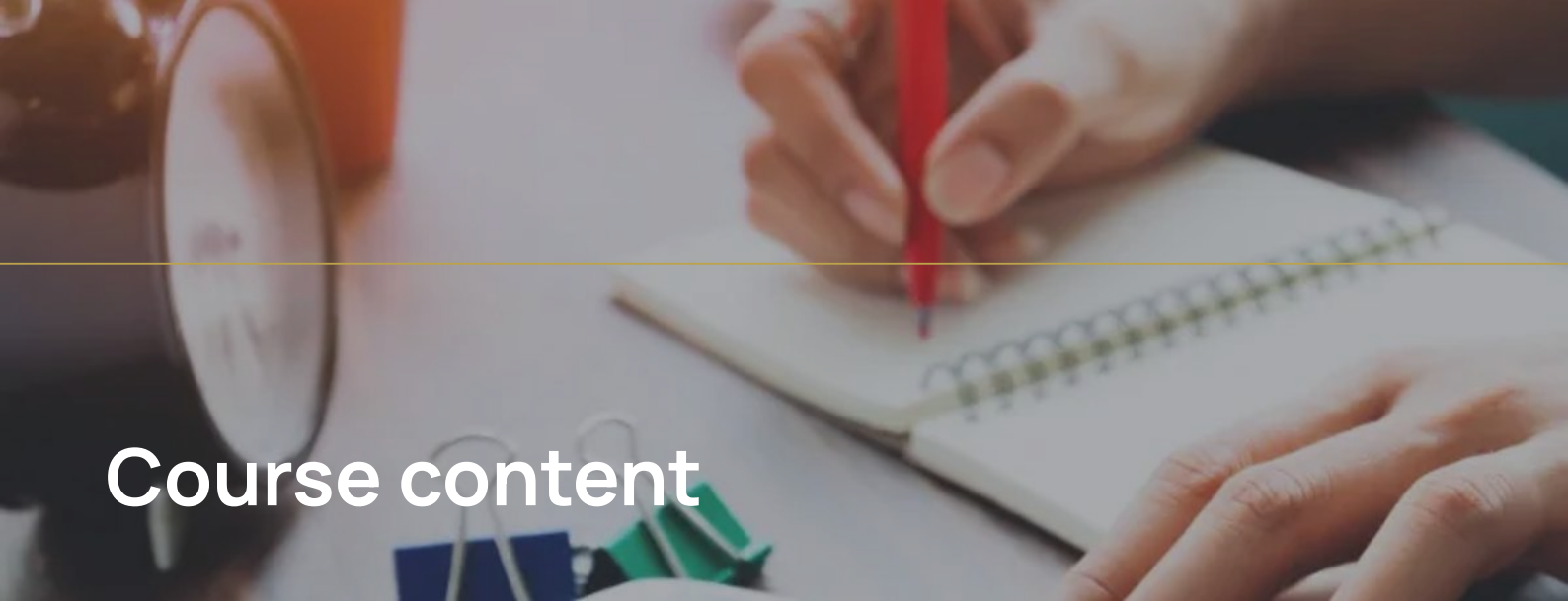
Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Singapore Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,820.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Vienna Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.–**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**£3,150.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Frankfurt Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,650.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,450.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,860.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

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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