PAi Strengthening governance worldwide

Public Financial Management

Strategic public financial management

One-week professional development workshop
19 to 22 April 2022 in London
21 to 25 November 2022 in London

BAC
ACCREDITED
BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshops

Throughout the world, the public sector is under pressure to deliver better services, often with reduced resources. Public sector organisations need to take a strategic approach to applying their resources optimally. This workshop focuses on helping you to develop financial strategies that are coherent and targeted at achieving your objectives. We will examine how resources can be effectively planned, monitored and controlled. We will also look at roles and responsibilities in managing budgets and how these roles and responsibilities should be fulfilled and supported.

The COVID-19 pandemic and issues with trade have created financial pressures on governments and their agencies across the world. This creates a need for financial strategies and actions that support organisations in the changed environment and financial picture. Organisations need effective corporate governance and, as part of that, high standards of strategic financial management more than ever. Financial strategies will need to be refreshed and approaches to managing to them strengthened. This workshop will deal with how these challenges can be met.

The workshop will focus on:

- The big picture, managing financial resources - best practice approaches to revenue and capital, budget setting and a monitoring process that enables timely remedial action when things go wrong
- Ensuring financial management contributes fully to effective overall corporate governance and the achievement of strategic objectives
- The linkages between finance, human resources, information and asset management strategies
- The role of the finance function.

Who is the workshop for?

The workshop is designed for accountants, policy-makers, financial practitioners and line managers with financial and resource management responsibilities.

How participants will benefit

The workshop will enable you to:

- Implement stable planning and budgeting frameworks to assist your organisation to become more effective
- Understand and fulfil the role of managers and accountants in financial management
- Support Management Boards and the political/managerial process more effectively
- Appreciate the corporate governance implications of better management of resources
- Assist in implementing improved medium-term financial planning and budgeting
- Link the role of budgeting to risk management, performance management and resource allocation.

What the workshops will cover

During the week you will learn about:

- The key elements of good practice in public financial management
- How to make use of Medium-Term Expenditure Frameworks (MTEF)
- How to implement the principles of good corporate governance
- Implementing effective budget management
- Preparing for external scrutiny and audit

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements and those of your organisation.

You will be invited to give an informal presentation on planning and controlling financial management in your home country.

Programme outline:

	AM	PM
Day 1	Welcome and introductions Good practice in public financial management: an introduction and overview Introduction to action planning	Roles in financial management Participants' informal presentations
Day 2	Organisational rules and regulations Budgeting and budgetary control	Capital budgeting and asset management
Day 3	Medium term financial planning and programme and performance budgeting	*Visit to the House of Commons Public Accounts Select Committee*
Day 4	Integration with corporate strategies, including linkages to human resources, information and asset management strategies	Financial risk management
Day 5	Scrutiny and expenditure review Standards in public life	Review, feedback and scope for follow-up Presentation of certificates of attendance

At the time of preparing this brochure, we are planning to include site visits in the programme as indicated above. However, if Government guidelines relating to COVID-19 pandemic advise visit hosts against accepting visiting groups we will arrange to connect with them virtually.

Workshop Directors

The Workshop Directors will be Ken MacNeill and Jim Brooks.

Ken is a leading expert in public financial management and is a Chartered Institute of Public Finance and Accountancy (CIPFA) accountant with a long track record of successful consultancy assistance to the public sector. He has worked with local and central government and the health service and has also advised a number of private sector partners of the public sector. His work has included: undertaking efficiency reviews and feasibility studies on shared services; design and implementation of financial and administrative systems; procurement of a wide range of services, including strategic partnerships; identifying process improvements for a public sector organisation. Recent assignments include working on international accounting standards in Africa and the Caribbean. He has also worked with UK central government Ministries, including the Foreign, Commonwealth and Development Office, HM Customs and Excise, the Ministry of Justice and the Department for Work and Pensions, as well as the National Health Service.

Jim is a management and financial consultant. He was previously a Chief Executive Officer for a UK local authority and before then the City Treasurer of Manchester City Council. He has worked extensively as a consultant in the public sector. Jim has developed a range of new products aimed at providing additional strategic, financial and managerial support to public sector organisations. He acts as a mentor and coach to a number of Chief Executives and Chief Officers. Jim has also been a project examiner for the CIPFA accounting examinations and served as Chairman of the External Assessors at John Moores University for over 10 years. He was Chairman of the Financial Information Service for CIPFA and served on CIPFA's Executive Committee. He is a specialist in governance and decision-making, management structures, strategic planning and corporate management and continues to undertake strategic level financial assignments in the public sector.

How to apply

Please complete the PAI application form online via our website:
https://public-admin.co.uk/booking-form/

You can also complete our hard copy application form. Please contact us at **pai@public-admin.co.uk** to obtain a copy. Once completed, please return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Language
The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements
The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

Fees
The tuition fee is £2,195. It includes travel to and from the airport in London, travel on scheduled visits which form part of the programme[1], presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We provide a light lunch and refreshments during each working day as part of the fee.

Other costs
Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax
We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay
You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts
We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation
If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

Substitutions and transfers
If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.

http://www.public-admin.co.uk/terms-and-conditions-for-booking/

Insurance
We advise you to arrange travel and health insurance cover before you leave your home country.

[1]Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

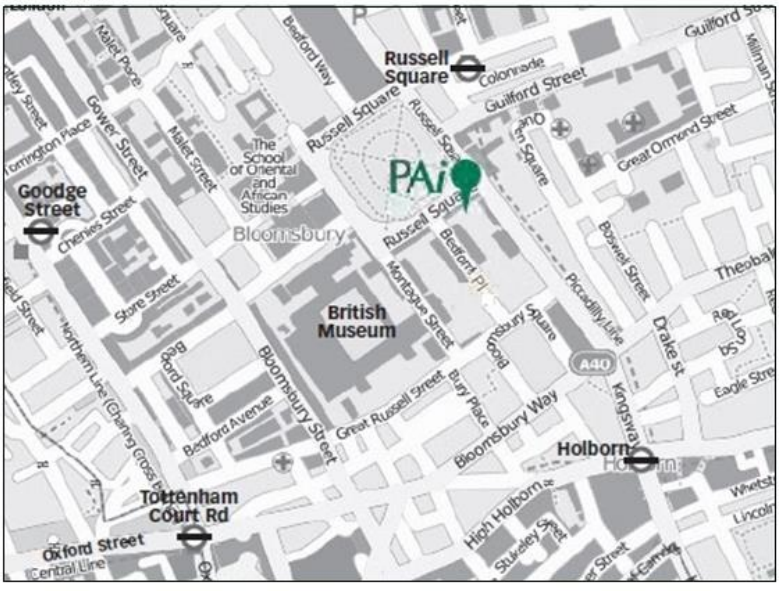
Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

Where we are



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