

# Public Financial Management

## Developing best practice financial management



One-week professional development workshop  
22 to 26 April 2024 in London  
25 to 29 November 2024 in London



ACCREDITED  
BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

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

### About the workshop

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. These workshops focus 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 workshop will focus on:

- Doing the fundamentals well – best practice in financial processes, including payments, treasury management, income collection, cashing and payroll
- How jurisdictions seek accountability, responsibility and financial discipline
- Successfully applying technology – Integrated Financial Management Information Systems (FMIS), alongside electronic transactions, have brought step changes in the performance of many organisations. How can technology be harnessed to provide real improvements in financial and resource management? How can the application of virtual meetings and contacts be used optimally and controlled effectively?
- International Accounting Standards (IPSAS and IFRS) – these Standards have considerable implications for financial management and for the allocation of resources. We will deal, in summary, with the requirements and implications of the Standards and effective mechanisms for improving financial management and reporting.

### Who is the workshop for?

The workshops are 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:

- Ensure controls are in place to aid accountability, propriety and stewardship
- Support Management Boards and the political/managerial process more effectively
- Assist in implementing improved medium-term financial planning and budgeting
- Link the role of budgeting to risk management, performance management and resource allocation
- Understand the principles, challenges and benefits of International Accounting Standards
- Understand the requirements of donor/development agencies.

### What the workshop 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
- Managing financial risk and performance, tax and revenue
- Implementing effective budget management
- Preparing for external scrutiny and audit
- Understand treasury management and the critical importance of cash.

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 Treasury management: <ul style="list-style-type: none"><li>• Concepts and principles</li><li>• Debt and investment management</li><li>• Institutional issues</li><li>• Government-wide participation</li><li>• Cash management</li></ul>	Improving efficiency and value for money Involving the private sector
Day 2	Internal and external audit: <ul style="list-style-type: none"><li>• The role of auditors</li><li>• The approaches of internal audit</li><li>• Risk-based auditing</li><li>• External audit and the public sector</li></ul>	<i>Face-to-face or virtual visit to a London local government organisation</i>
Day 3	Income strategy and collection: <ul style="list-style-type: none"><li>• Defining income strategies</li><li>• Setting fees and charges</li><li>• Taxation</li><li>• Collection and recovery</li></ul>	Delivering capital programmes, including public-private partnerships
Day 4	International Accounting Standards: an introduction <ul style="list-style-type: none"><li>• Developments in financial accounting</li><li>• Public sector accounting developments</li><li>• Implications for audits</li></ul>	Modern financial management and processes: <ul style="list-style-type: none"><li>• The application of technology</li><li>• Implications for finance processes and roles</li></ul>
Day 5	Fraud and corruption prevention	Participants' presentations on action plans Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

## Workshop Director

The Workshop Director will be Ken MacNeill.

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.

## 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](mailto: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 £2,305. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, 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.

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<sup>1</sup>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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