

FINANCE LEADING THE BUSINESS & FINANCE SHARED SERVICES SERIES

Finance's role is increasingly focused on transforming the organisation to be more agile, productive and strategic for the future. Discover what needs to be done to achieve efficiency and effectiveness, so your organisation can focus on its core activities and pave the way toward better analytics and business partnering.

This series on "Finance Leading the Business & Finance Shared Services" introduces the concept of Finance Transformation and the resulting strategy of implementing Finance Shared Services. You will learn of the importance as well as effective ways in managing your team and in developing a culture that facilitates the achievement of organisational objectives.



PROGRAMME 1 *Finance Leading the Business*

23 February 2017 (Thursday)

PROGRAMME 2 *Introduction to Finance Shared Services*

16 March 2017 (Thursday)

PROGRAMME 3 *Effective Management of Finance Shared Services*

15 May 2017 (Monday)

VENUE:

Connexion Conference & Event Centre @ The Vertical,
Bangsar South, Kuala Lumpur

METHODOLOGY

Lectures and presentations, round table participative discussions, case studies, and hands-on exercises.

WHO SHOULD ATTEND

- Finance Directors
- Finance Controllers
- Head of Finance Shared Services
- Head of Functions within Finance Shared Services
- Senior Finance Managers
- SME Business Owners
- SME Heads of Finance/CFOs

FACILITATOR

TEOH JOON LENG

Joon is a Shared Services and Finance professional, and the Founder CEO of a boutique management advisory firm. Prior to this she was the Global Head of Services Management in BAT Finance Shared Services, where she led the development of a Global Service Management Framework with BAT Finance Shared Services globally—the key enabler in the BAT Finance Transformation journey towards World Class Finance.

Her comprehensive finance experience includes being the Finance Controller for a plc, Head of IT Finance, Projects Accountant, Internal Auditor, Regional Finance Manager, as well as an external auditor with Ernst & Young. Apart from being a sought after speaker, she is also a member of the SSON Asia Advisory Council, Outsourcing Malaysia Panel of Industry Expert on Finance Shared Services, and is a visiting lecturer to Beijing National Accounting Institute.

Joon holds a BSc Econs in Accounting & Finance from London School of Economics and is a Chartered Accountant of MIA and ICAEW.

Finance Leading the Business

INTRODUCTION

Finance, being a key pillar in the organisation, plays an important role in creating and sustaining value and growth. No longer confined to its traditional responsibilities, finance is increasingly a catalyst for change and in driving long-term business performance. Discover Finance's role in transforming the organisation to be more agile, productive and strategic.

OBJECTIVES

This programme will provide you with:

- An understanding on the role of finance in leading business, beyond traditional responsibilities
- An awareness of what key players in the industry are pursuing
- Tangible ideas on productivity, cash management and governance, per "world-class practice"
- Value proposition of finance transformation strategy via shared services

OUTLINE

- The Current Economic Climate and Implication to Business
- Role of Finance in Leading the Business: Towards Agility
- Utilising Finance Shared Services Concepts Toward Efficiency & Effectiveness and Value Add
- The Role of Finance in Governance and Risk Management
- Effective Ways of Working: Finance Leading the Way
- Industry Comparison



Introduction to Finance Shared Services

INTRODUCTION

Learn to set up Finance Shared Services in your organisation by implementing the Finance Transformation Strategy, and gain an understanding of best practices and tangible ideas in achieving Operational Excellence, and in building high-performing teams in Finance/Finance Shared Services.

OBJECTIVES

This programme aims to help you to:

- Transform your organisation's finance function towards greater efficiency & effectiveness
- Implement Shared Services as a strategy
- Prepare your organisation's readiness for regional/global growth and/or listing purposes
- Look into streamlining operations as a result of mergers and acquisitions

OUTLINE

- Overview of Finance Transformation Strategy
- Best Practices in Operational Excellence & Finance Shared Services
- Tangible ideas in achieving Operational Excellence in your organisation
- How to set up and implement Finance Shared Services
- How to build High Performing Teams in Finance/Finance Shared Services



Effective Management of Finance Shared Services

INTRODUCTION

Having taken the first steps in establishing Finance Shared Services in your organisation, learn how to effectively manage the operations through best practices in managing P2P, OTC and R2R functions. You will also discover how to implement Service Management Methodology in Finance Shared Services, and practical ways of embedding Continuous Improvement Culture.

OBJECTIVES

This programme aims to help you to:

- Implement Shared Services as a strategy
- Operate a Finance Shared Services organization (either captive or hybrid Finance Shared Services)

OUTLINE

- Overview of Finance Shared Services Models
- Best Practices in managing P2P, OTC and R2R functions
- Project and Change Management 101
- Application and Value of Service Management Methodology in effective management of Shared Services
- Practical ways of embedding Continuous Improvement Culture



PARTICIPANTS' DETAILS

Participant 1

Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

☐ Vegetarian Meal

Membership No.:

Designation:Email:

☐ Member

☐ Non-member

☐ Sponsored Staff¹

(Sponsoring MIA member's name & membership no.)

Participant 2

Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

☐ Vegetarian Meal

Membership No.:

Designation:Email:

☐ Member

☐ Non-member

☐ Sponsored Staff¹

(Sponsoring MIA member's name & membership no.)

Participant 3

Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

☐ Vegetarian Meal

Membership No.:

Designation:Email:

☐ Member

☐ Non-member

☐ Sponsored Staff¹

(Sponsoring MIA member's name & membership no.)

ORGANISATION'S DETAILS

Organisation:

Industry:Contact Person:

Address:

Email:Tel:Fax:

TAX INVOICE to be issued under:

☐ Company

☐ Individual

Signature & Company Stamp:

PAYMENT DETAILS

Payment by Cheque

Bank & Cheque No.:

Amount RM:

Payment by Credit Card

☐ Visa☐ Master

Cardholder's Name:

Card No.:Expiry Date:

I Authorise Payment of RM:

Cardholder's Signature:Date:

Our programmes can be customised to meet your in-house training requirements. Please call for details.

TERMS & CONDITIONS

PROGRAMME FEE

- Fee is payable to **MALAYSIAN INSTITUTE OF ACCOUNTANTS**
- Fee includes course materials, lunch and 2 tea breaks per day.
- Full payment of the above amount shall be made within thirty (30) days from the date of the Payment Advice or on the day of the event, whichever earlier.
- Admittance may be denied upon failure to make full payment as per the above requirement.

CANCELLATION/ TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrolment, a cancellation/transfer policy shall be applied as follows.

a) Written cancellation/ transfer received less than seven (7) days from the date of the event:

- A refund (less administrative charge of 20%) will be made
- Unpaid registrations will also be liable for 20% administrative charges

b) Written cancellation/no show on the day of the programme:

- No refund will be entertained
- Unpaid registrations will also be liable for full payment of the registration fee
- Partial cancellation is not allowed

You can substitute an alternate participant if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly.

FEE PER PROGRAMME

Member	RM 901
Member Firm's Staff or Sponsored Staff ¹	RM 1,113
Non-member	RM 1,378

The above programme fee is inclusive of 6% GST.

Please tick where applicable:

Participant			Programme	Total (RM)
1	2	3		
			1	
			2	
			3	

PROGRAMME DETAILS & REGISTRATION

Programme 1

23 February 2017 (Thursday)

Programme 2

16 March 2017 (Thursday)

Programme 3

15 May 2017 (Monday)

Venue : Connexion Conference & Event Centre
@ The Vertical, Bangsar South,
Kuala Lumpur

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GST No. : 000955203584

Enjoy 10% Discount
off total programme fee when you register for any 2 programmes

Enjoy 20% Discount
off total programme fee when you register for all 3 programmes

IMPORTANT NOTES:
Registration is on a first-come-first-served basis.
Only fully completed registration form will be processed.

¹Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed after the registration is accepted. Terms and conditions apply.
²The Sponsored Staff must report directly to the sponsoring MIA member in his/her firm or company.

CERTIFICATE OF ATTENDANCE AND CPE HOURS

- Upon full attendance of the programme, participants will be issued an "E-certificate". Participants will receive an email with a download link and are required to download the e-certificate within 30 days. For this purpose, it is **COMPULSORY** to fill in the email address clearly.
- For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the event.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arises. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.