

**CIPFA**

The Chartered Institute of  
Public Finance & Accountancy

# get to know the essentials

Training courses in local government finance,  
procurement and governance

If your staff or elected members are new to local government or in need of a refresher, CIPFA has a new comprehensive programme of workshops on the essentials of finance procurement and governance.

- flexible delivery options
- in-house or open courses
- expert trainers who really understand local government
- a comprehensive programme

Local authority finance, governance and procurement can be notoriously complex, and subject to almost constant change. Staff and elected members therefore need to be confident they have an excellent command of the essentials across these key areas of responsibility.

Behind a well-run council lies a solid understanding of legal frameworks, regulatory requirements and statutory responsibilities.

As a standard setter, professional institute and sector expert CIPFA's guidance and technical support is universally recognised as being at the heart of good governance and financial management in public services.

This new programme of in-house and open training is designed to ensure all relevant staff and elected members know what they need to know.

## Accountancy and Finance

### **Introduction to Collection Fund Accounting**

This event covers A to Z of collection fund accounting for local authorities in England. It also provides legislative background and accounting principles of Collection Fund Accounting, NNDR Control Accounts, Council Tax Control Accounts and General Fund.

### **Introduction to the Role of the Chief Finance Officer (S151 Officer)**

This event examines CIPFA's 'five CFO principles' and the skills required to be an effective CFO.

### **Introduction to Local Authority Finance**

This event provides an overview of local government, its structures and how it is financed. This event is a good introduction to anyone who has recently joined a local authority.

### **Introduction to Local Authority Capital Accounting**

This event examines the Prudential Indicators, as well as considering possible approaches and best practices that could be introduced at your local authority.

### **Introduction to Council Tax**

This event covers the basics of council tax – and provides a solid foundation for council tax liability, discounts, exemptions and recovery.

### **Introduction to Local Authority Accounts and Closedown**

This event will explain the Local Authority Code of Practice, accounting concepts, financial statements and the accounts closedown process.

### **Introduction to Accounting for Groups and Collaborative Arrangements**

This event considers one of the more complex aspects of financial reporting – preparation of group accounts.

### **Introduction to Budgeting**

This course examines the needs of operational management and considers how budgeting, planning and forecasting can gain greater buy-in and transparency.

### **Introduction to VAT**

This event covers all the fundamental areas of VAT, highlighting differences between VAT accounting for a local authority and that for local authority trading companies.

### **Introduction to Local Authority Financial Statements**

This interactive event will introduce you to key local authority financial statements. It will also help you to identify and interpret meaningful accounting information and key value drivers critical to decision making.

### **Introduction to Business Rates**

This event will cover the basics of business rates – what they are and why they are important. It provides a solid foundation for a number of the most common, important issues such as liability, reliefs, exemptions, collection and enforcement.

### **Introduction to Housing Benefit Overpayments**

Dealing with overpayments, their identification, calculation and recovery, is one of the most complex and important areas of housing benefit decision making.

### **Introduction to Public Sector Treasury Management: Theory and Best Practice**

This event is designed to help you understand the core themes of treasury and capital finance.

## **Professional Services**

### **Introduction to Procurement**

This workshop will introduce delegates to public procurement law, its principles and explain when the regulations apply.

### **Practical Steps in Setting up a Trading Company**

This event will help public bodies understand the nuts and bolts of setting up a trading company. Taking you through the key stages and developing a DIY checklist to assist in future set ups.

### **Taxation Implications of Alternative Service Delivery Models**

This workshop will provide delegates with a solid understanding of the taxation implications of alternative service delivery models. Attend this event and find out all key issues to make informed choices and decisions, as well as reduce tax liabilities.

### **Introduction to the Role of the Company Secretary**

This event offers an introduction to the core duties and critical role played by the company secretary to ensure legal and governance compliance.

### **Practitioners Guide to Public Sector Insurance**

This event provides an insight into the principles and practices of public sector insurance, it is of particular benefit to practitioners without any prior formal insurance qualification.

## **Governance and Personal Effectiveness**

### **Introduction to Professional Ethics in Business**

Professional ethics encompass the personal, organisational and corporate standards of behaviour expected. Find out the key professional ethics expected of public officials.

### **Introduction to Corporate Governance**

This event provides delegates with an understanding of the key principles and issues in corporate governance and offers practical advice on compliance and best practice.

### **Introduction to Leading and Managing Individuals and Teams**

Leading and managing individuals and your team might seem clear and straightforward, but it's not an intuitive concept for many managers.

### **Introduction to Fraud Investigations**

This event will combine expert insight into managing allegations of fraud within the workplace with a taste of the content covered in CIPFA's Accredited Counter Fraud Specialist (ACFS) and Accredited Counter Fraud Technician (ACFTech) qualifications.

### **Introduction to the Knowledge and Skills of Local Authority Audit Committees**

This workshop provides an essential introduction to the role of the audit committee in local authorities.

### **Introduction to Internal Audit**

This event will provide an overview of the professional standards for internal audit and practical examples of how to undertake an internal audit.

# Asset Management

## Introduction to Local Authority Asset Valuations

This event will explain the basic professional accounting and valuation standards that govern the commissioning and production of local authority asset valuations, for balance sheet purposes.

## Introduction to Property Asset Management

This event provides a practical introduction to property asset management and how it is an essential part of any public sector organisation's business planning.

## Introduction to Whole Life Appraisal

A practical introduction to whole life appraisal and how it can be used in practice.

## Introduction to Option Appraisal

A workshop utilising an enjoyable exercise which will provide a practical introduction to undertaking option appraisals.

# Quality training

All courses are typically offered as a full training, each module can be condensed into half a day 'digest' and included as part of a tailored on-site training package.

# CPD

Continuing professional development is a requirement for professional accountants and others in regulated professions. Certificates of attendance are issued for all participants.

# On-site training

On-site programmes tailored specifically for your council and participants' needs. We will work with you to ensure your exact learning outcomes are fully met.

For further information visit: [www.cipfa.org/essentials](http://www.cipfa.org/essentials)

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Local government continues to be at the heart of public sector delivery and is likely to remain so for many years to come.

It is typically the driver of public sector innovation and integration, finding the best way to deliver and even improve its service delivery, during a period of high stakeholder demands and an ongoing squeeze on its resources.

But councils are only able to excel at this when its workforce is fit for purpose and when staff have the right level of knowledge, skills and know-how to drive the current change agenda.

CIPFA's role in supporting such officer skills is unrivaled, whether that be through our professional qualification route or through our support of all staff (new or retraining) to ensure they understand the fundamentals.

These 'Introduction to...' training modules are a perfect example of how the Institute continues to support the public sector. They are modules that can be tailored to the needs of the individual and can be delivered either on-site (in an authority) or through remote access 'open' training events.

Every structure relies on its solid foundations, just as every council will need a knowledgeable workforce. CIPFA's 'Introduction to...' training modules should be seen as a very important part of such foundation support.



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