

Program

Young Graduates Program

Content

GENERAL

Our training program covers following topics (both theoretical & practical) to successfully carry out your first project:

EXPERTISE Order to Cash, Purchase to Pay, Cash & Treasury, Fixed Assets, VAT, Management Reporting, Controlling & Budgeting, Internal Processes and Accountancy.

METHODOLOGY Practical knowledge of ERP software (Navision, SAP), Microsoft Office (Excel, Word and PowerPoint) and basics of project management.

BEHAVIOURAL SKILLS Relational aspects such as communication skills, assertiveness and team work.

ADDITIONAL PROGRAM - FINANCIAL INSTITUTIONS

Insurance activities in a nutshell

Bank activities in a nutshell

Introduction to risk

Financial Instruments

Accounting & reporting principles

Management accounting

Basic transactions

Introduction to change management

Introduction to credit management

Introduction to FI project management

Back & Middle Office activities and processes