

1. REGIONAL SUMMER ACADEMY for **FMC MANAGERS** and **IRREGULARITIES PERSON**

Education for:

- FMC Manager**
- Irregularities person**

Accredited education for the profession:

- FMC Manager**
- Irregularities person**

FMC

Dear Sir/Madam,

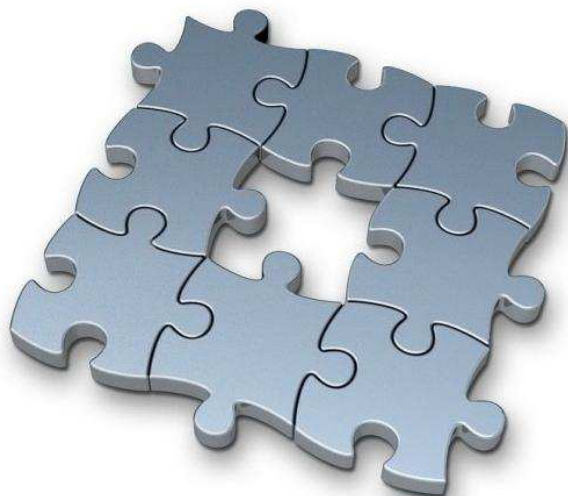
In accordance with the System Act of internal financial control in public sector (NN141/06), which lays down the methodology, standards, relationships and the responsibilities of budget users in the above mentioned system, each budget user (budgetary users and extra-budgetary institutes and funds) are required to implement FMC and appoint the Head of Financial Management and Control, as well as Irregularities Person.

For the purpose of the above mentioned, we present a unique professional accredited training education in a total duration of 4 days. After successful completion of the exam and providing the proof of practice, the candidate will gain the requirements for receiving a certificate under the title

**FINANCIAL MANAGEMENT AND CONTROL MANAGER,
or IRREGULARITIES PERSON.**



Success with quality



For further information

For further information about specificity of participants and terms on attending the courses, contact via e-mail: tajnistvo@regionalna-akademija.eu

The structure of the education cycle for FMC Manager



1. MODULE – ASSUMPTIONS AND GENERAL PART

1.1. Legislation

- contains a brief overview of relevant legislation

1.2. Appointments

- describes all of the needed appointments, as well as formal layout of decisions that need to be made

1.3. Mission statement

- explains the appearance of the document and the concept of the mission, and concrete examples are given

1.4. Vision statement

- explains the appearance of the document and the concept of vision, and concrete examples are given

1.5. Statement about objectives

- explains the appearance of the document and definitions of objectives, and concrete examples are given

1.6. Strategy

- describes all the steps, as well as the concepts related to strategy plan development

1.7. Policies and programs

- detailed explanation of the mentioned terms



1.8. Organizational scheme

- describes the concept of organizational scheme and provides examples

1.9. List of processes

- explains the meaning of list of processes and all of the needed actions for determining the list of processes

1.10. Process schedule according to the scheme

- explains proper process scheduling according to the organizational chart

1.11. Self-assessment

- describes the concept of self-assessment, the prescribed form for self-assessment, and people obliged in submitting the form

1.12. Statement on Fiscal Responsibility

- gives a detailed description on all the steps during the statement about fiscal responsibility, provides relevant documents and concrete document examples

1.13. Internal Audit

- explains the importance of internal audit, ways of establishing, work methods, and ways of reporting

2. MODULE – PROCESS ORIENTATION

2.1. Stakeholders

- establishes the concept of stakeholders

2.2. Types of processes

- determines the existing types of processes

2.3. The structure of process

- analyses the process onto all necessary elements, gives a detailed description, explanation and a concrete example for each process element (procedure), explains the appearance of the process form

2.4. Process production

- provides a detailed specification on process production according to individual steps, explains the necessary symbols, and gives concrete examples

2.5. Process portfolio

- explains the content and importance of the process portfolio

2.6. Process implementation

- defines a way to implement a process

2.7. Auditing the process

- defines situations when it is necessary to carry out the process auditing

3. MODULE – RISKS AND RISK MANAGEMENT

3.1. Introduction about risk

- describes the concept of risk

3.2. Types of risk

- determines the types of existing risks

3.3. Risk management

- defines the steps that need to be carried out for the purpose of risk management, and gives concrete examples

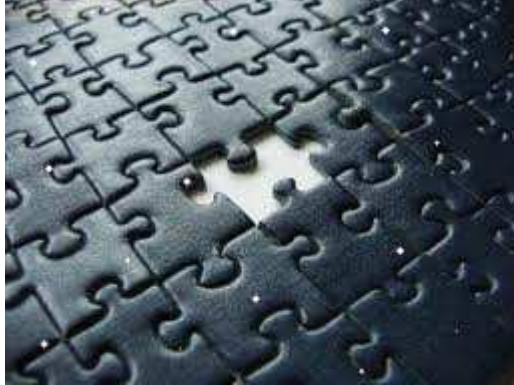
3.4. Policy of risk management strategy

- details the steps in determining the strategy, and provides a realistic case study for the purpose of developing risk management strategy



FMC Manager

4 days – 32 hours of education



The goal of education

Training for the implementation and management of Financial Management and Control System.

The ability of candidates after completing the education

- Monitoring and evaluation of the overall internal control system
- Development of process oriented organization
- Creating risk registry and risk assessment
- Coordinating the development and implementation of internal control programs
- Monitoring the identified shortcomings and the necessary corrective actions
- Ensuring that employees are familiar with the applicable policies and are receiving adequate training in the area of internal control
- Reporting according to the demands of internal and external users
- Preparation, issuing and updating guidelines
- Elaboration of specific goals
- Chairing the working group
- Evaluation of plans for risk assessments and internal control examination or their improvement

- Coordinating the preparation and presentation of training programs for those involved
- Monitoring the progress of establishing Financial Management and Control
- Consideration of risk assessment results and internal control review
- Monitoring the implementation and effectiveness of corrective actions
- Reporting on the development progress and status of Financial Management and Control, to the senior organization management

Date

01.07.2013. – 05.07.2013.

22.07.2013. - 26.07.2013.

Price

SEMINAR PRICE 4.000 KN without VAT

EXAM PRICE 1.000 KN without VAT

Education period

4 days (32 hours)

Exam

- After completed education (8 hours)
- Note: attending the education is mandatory for the exam.

Exam procedure

The written exam consists of multiple-choice questions and lasts 2 hours. The oral exam consists of an interview focused on the gained knowledge and lasts 1 hour. Practice lasts 5 hours.

Prerequisites

Higher education, 1 year of work experience in the finance area.

Secondary education, 3 years of work experience in the finance area.

Certificate

After successfully passing the exam and submitting the evidence of practice, the candidate will receive the requirement for receiving the certificate with the title **FINANCIAL MANAGEMENT AND CONTROL MANAGER (FILLED APPLICATION FOR ISSUING THE CERTIFICATE)**



The structure of the education cycle for **IRREGULARITIES PERSON**



1. MODULE – ASSUMPTIONS AND GENERAL PART

1.1. Legislation

- contains a brief overview of relevant legislation

1.2. Appointments

- describes all of the needed appointments, as well as the formal layout of the decisions that need to be made

1.3. Mission statement

- explains the appearance of the document and the concept of the mission, and concrete examples are given

1.4. Vision statement

- explains the appearance of the document and the concept of vision, and concrete examples are given

1.5. Statement about objectives

- explains the appearance of the document and definitions of objectives, and concrete examples are given

1.6. Strategy

- a brief description of developing a strategy plan

1.7. Policies and programs

- a brief description of terms

1.8. Organizational scheme

- a brief description of the organizational scheme

1.9. List of processes

- defining the list of processes

1.10. Process schedule according to the scheme

- introduction to the method of process scheduling

1.11. Self-assessment

- basic concepts related to self-assessment

1.12. Statement on Fiscal Responsibility

- gives a detailed description on all the steps during the statement about fiscal responsibility, provides relevant documents and concrete document examples

1.13. Internal Audit

- explains the importance of internal audit, ways of establishing, work methods, and ways of reporting

2. MODULE – PROCESS ORIENTATION

2.1. Stakeholders

- a brief description of stakeholders

2.2. Types of processes

- defining types of processes

2.3. The structure of process

- the basic structures of processes and procedures

2.4. Process portfolio

- *defining process portfolio*

2.5. Process implementation

- *the importance of process implementation*

2.6. Auditing the process

- *defines situations when it is necessary to carry out the process auditing*

3. MODULE – RISKS AND RISK MANAGEMENT

3.1. Introduction about risk

- *introductory concepts of risks*

3.2. Types of risk

- *defining types of risks*

3.3. Risk management

- *basics of risk management*

3.4. Policy of risk management strategy

- *basic concepts of policy strategies*

4. MODULE – IRREGULARITIES MANAGEMENT WITHIN THE ORGANIZATION

4.1. Introductory

- *describes recitals and Irregularities Persons obligations*

4.2. Types of irregularities

- *detailed description of irregularities types and classification, and examples are provided for each type of irregularity*

4.3. Irregularities notification

- *detailed description of the Irregularities Notification Form, mode of filling out the form, and provides an example of a completed form*

4.4. Procedure upon irregularity notification

- *describes the methods and deadlines to act upon certain types of irregularities*

4.5. Taking measures

- *specifies measures to be taken upon specific type of irregularity*

4.6. Irregularities report

- *explains how to fill out forms required for reporting irregularities, and provides detailed instructions and examples for each form*



Irregularities Person

4 days – 32 hours of education



The goal of education

Training for statutory jobs of Irregularities Person and Irregularities management.

Abilities of the candidates after completing the education

- Receiving irregularities notifications
- Monitor the flow according to established irregularities
- Preparing annual and semi-annual reports on irregularities
- Working with the responsible organizational unit of the Ministry of Finance, in whose domain is the budgetary control for other authorities
- Coordinating with the Head of FMC in terms of improving financial management and control

Date

08.07.2013 – 12.07.2013.
29.07.2013. – 02.08.2013.

Price

SEMINAR PRICE 4.000 KN without VAT
EXAM PRICE 1.000 KN without VAT

Education period

4 days (32 hours)

Exam

- After completed education (8 hours)
- Note: attending the education is mandatory for the exam.

Exam procedure

The written exam consists of multiple-choice questions and lasts 2 hours. The oral exam consists of an interview focused on the gained knowledge and lasts 1 hour. Practice lasts 5 hours.

Prerequisites

Secondary education.

Certificate

After successfully passing the exam, the candidate will receive the requirement for receiving the certificate with the title **IRREGULARITIES PERSONS (FILLED APPLICATION FOR ISSUING THE CERTIFICATE)**

