

Financial Controllership Programme



Following the successful pilot run in 2016, the Hong Kong Institute of Certified Public Accountants is officially launching the new Financial Controllership Programme from **May to October 2017**. It is a unique, tailor-made, practical training programme providing participants with insights into the work involved as a financial controller who adds value to the employer's business. This is a five-month part-time programme with workshops held on Saturdays.

All preparatory and contact hours will qualify as verifiable CPD hours for Institute's members.

Objective of the programme

The objective of the programme is to develop competencies expected of a skilled financial controller, providing participants with:

- The core technical knowledge and skills expected of a financial controller
- Insights into the work involved as a financial controller and how to add value to the business

Who will be interested in the programme?

- Aspiring and recently appointed financial controllers
- Existing financial controllers who wish to refresh their skills
- Members preparing to move from practice into business

Additional examination paper exemption from the Chartered Institute of Management Accountants (CIMA)

HKICPA members who have successfully completed the FCP will only need to pass CIMA's final Strategic Case Study Exam and meet other conditions to obtain their qualification.

Teaching professionals

Course directors and facilitators are experienced professional accountants in business with expertise in different subject areas covered by the programme.

Admission requirements

Individuals who meet the following criteria are eligible for admission to the programme:

1. *HKICPA member, and*
2. *At least 5 years post-CPA qualification work experience.*

Practical experience is highly desirable for participants to benefit fully from the programme. As places are limited, preference will be given to applicants with practical experience in financial controllership.

Award

Upon successful completion of the programme, participants will be awarded a certificate by the Hong Kong Institute of Certified Public Accountants.

Fee

HK\$32,000

Members may also enrol on individual module(s), however priority will be given to those enrolling on the whole programme.

Enrolment

As places for the programme are limited, enrolments may be subject to selection criteria.

Enquiries: 2287-7464 / 2287-7233.

Testimonials

“ Good to meet many experts and classmates, and learn from their practical experience as Financial Controllers. ”

“ Very practical course with real life examples and experience sharing, with theories embedded. ”

“ Being encouraged to be a passionate leader. ”

“ Apart from enhancing your potential from the structured and practical programme, you will also be inspired by the resourceful Course Directors, facilitators and guest speakers. ”

Programme coverage

The programme combines face-to-face learning, experience sharing and case studies for interactive participation. There are five modules, each lasting for 2 to 4 days with classes to be run on Saturdays, which constitutes a 16-day programme. The five modules are:

1. *Management Competency Development*
2. *Accounting for Performance and Decision Making*
3. *Strategic Finance*
4. *Risk Management and Corporate Governance*
5. *Business Ethics*

Structure and learning outcomes

Module	Learning outcomes	Course director	Duration
Management Competency Development	<p>The importance of soft skills has always been highlighted as the differentiator for career development for accountants today. Stepping up to financial controller, CFO and managing director does not only require you to be a better accountant, it also requires you to be able to lead, communicate, influence, negotiate and partner with key stakeholders.</p> <p>This module will challenge you, help you identify your personal strengths and weaknesses and give you practical steps you can take in your present situation to become a better leader and manager. The module will feature best practices, experience sharing, role play and exercises. Sessions will focus on live issues faced by participants and feature guest speakers who will address the changing landscape for finance professionals today.</p>	<p>Mr. Peter Nixon <i>Founder & Managing Director of Potential Dialogue</i></p> <p>Peter is a professional accountant with over 25 years experience in training, coaching and consulting thousands of professionals across Asia and internationally in the areas of leadership and management development, negotiation and conflict resolution, as well as business development.</p> <p>He was an auditor for PwC (C&L) in Montreal, Geneva and Hong Kong before launching his consultancy in Hong Kong in the early 1990s. Since that time Peter obtained over 500 engagements in over 50 countries in both private and public sectors. Peter has written two books: <i>Negotiation: Mastering Business in Asia</i> and <i>Dialogue Gap</i> (Wiley).</p>	4 days
Accounting for Performance and Decision Making	<p>This module aims to recognize and develop the role of the financial controller in supporting the strategic decision making process through the provision and impactful communication of relevant information drawing on financial and non-financial decision making techniques, key performance measures and insightful reporting.</p> <p>Participants will be able to develop skills and a commercial mindset, which are a necessary precondition to preparing for a successful career in business finance.</p>	<p>Dr. Aidan Goddard <i>Director, CFO and COO – Asia Pacific, L'Occitane en Provence</i></p> <p>Aidan joined L'Occitane prior to its IPO in 2010 as Director, CFO & COO – Asia Pacific with responsibility for regional finance, supply chain, IT, human resources and commercial and legal issues. He first studied marketing followed by an MBA, LLM and PhD. He is a fellow of Chartered Institute of Management Accountants and has held senior financial and commercial roles in the U.K., Germany, Switzerland, Australia, Hong Kong and Shanghai. His experience spans a range of industries from manufacturing to media and retail.</p>	3 days
Strategic Finance	<p>This module aims to enhance the technical skills and practical knowledge required of a financial controller in strategic finance, including capital planning, bank financing, treasury and risk management, debt capital market and hedging products, equity capital market and mergers and acquisitions.</p> <p>The module will focus on application and case study, including end to end problem solving from building a framework to evaluating alternatives and implementation issues. The sessions will involve corporate and investment bankers, treasurers and CFOs.</p>	<p>Mr. Peter Wong <i>Director, Treasury Advisory Practice, PwC Consulting</i></p> <p>Before joining PwC, Peter held senior positions as Director of Finance of a global shipping conglomerate and the Treasurer of AIA/AIG. He is serving the profession as Chartered Institute of Management Accountants Hong Kong President (1997), Hong Kong Association of Corporate Treasurers Chairman (2000-2012) and has been appointed by the Hong Kong Monetary Authority as a board member of the Treasury Markets Association and a member of the Working Group on Corporate Treasury Development.</p>	3 days
Risk Management and Corporate Governance	<p>This module explores the practical issues of corporate governance and risk management in a company. Through content and case study, participants will be able to gain the understanding and experience to recognize the problems and difficulties of applying the best practice, and judgments and decisions that company leaders and managers will have to make while facing a variety of situations and contexts.</p> <p>Participants will also gain the advanced skills and confidence to meet the increasing corporate and risk management demands, thus increasing their overall value to the business.</p>	<p>Mr. Dennis Fullgrabe <i>Formerly Chief Internal Auditor of Hospital Authority</i></p> <p>As Chief Internal Auditor of Hospital Authority for 18 years from 1995 until 2013, Dennis has extensive experience in governance, risk management and control and led the introduction of enterprise risk management in the Hospital Authority. Dennis is currently working at the University of Hong Kong assisting in setting up governance structures and enterprise risk management arrangements in a new acute hospital in Hong Kong.</p>	4 days
Business Ethics	<p>This module will highlight the important role of the financial controller in setting the culture and code of ethics in a business.</p> <p>Participants will be able to learn about the fundamental concepts and requirements in Hong Kong, mainland China and other major jurisdictions. They will be equipped with practical strategies to eliminate or at least to reduce the business integrity risks that may surface within their business organizations. They will also be empowered with the necessary skills to instill ethical values and practices in their finance team and where possible in the whole organization.</p>	<p>Mr. Raphael Ding <i>Chief Executive & Registrar, HKICPA</i></p> <p>Raphael has over 30 years of experience in the accountancy profession. Before assuming his current position with the Institute, he was an executive director of Guoco Group, and a non-executive director of Lam Soon (Hong Kong). He spent 20 years with major international accounting firms in the U.K. and Hong Kong and seven years as the director of professional conduct of the Institute. He was a member of the Institute council from 2008 to 2012 and the chairman of the Ethics Committee from 2010 to 2012.</p>	2 days



Financial Controllership Programme (May to October 2017)

The Financial Controllership Programme ("FCP") combines face-to-face learning, experience sharing and case studies for interactive participation. There are 5 modules, each lasting for 2 to 4 days with classes to be run on Saturdays, constituting a 16-day programme. All 5 modules are compulsory components of the programme, the schedule is as follows:

Module	Day 1	Day 2	Day 3	Day 4
Management Competency Development (Part 1)	13 May (Sat)	27 May (Sat)		
Accounting for Performance and Decision Making	10 Jun (Sat)	17 Jun (Sat)*	24 Jun (Sat)	
Risk Management and Corporate Governance	8 Jul (Sat)	15 Jul (Sat)	22 Jul (Sat)	29 Jul (Sat)
Strategic Finance	19 Aug (Sat)	26 Aug (Sat)	2 Sep (Sat)	
Business Ethics	23 Sep (Sat)	7 Oct (Sat)		
Management Competency Development (Part 2)			14 Oct (Sat)	21 Oct (Sat)

** The date has been amended from the original schedule.*

Points to note:

- FCP programme fee is **HK\$32,000**. Members may also enroll on individual module(s), however, priority will be given to those enrolling for the whole programme.
- Classes will be run on Saturdays, **9:30 am to 5:30 pm** (meals are not provided), with a total of approximately 112 teaching hours.
- The medium of instruction is English.
- Practical experience is highly desirable for participants to benefit fully from the FCP.
- Please ensure that there is no clash of your time before committing to the programme.
- Participants will be awarded a certificate by HKICPA upon successful completion of the whole programme, achieving at least 80% attendance and having satisfactorily completed an end of programme assignment.

Enrolment Application (please complete sections 1-7)

Application Deadline: **5 May 2017**

Please send the completed form together with your payment to:
Education and Training Department, Hong Kong Institute of CPAs,
27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Enquiries: 2287 7464 / 2287 7233
Fax : 2147 3293
E-mail: fcg@hkicpa.org.hk

SECTION 1 – PERSONAL PARTICULARS (please complete this section in BLOCK LETTERS)

Name*: ☐Mr. ☐Ms. _____
(in English) (Family Name) (Given Names)

Name*: _____
(in Chinese)

HKICPA Membership No.: _____ Mobile No.: _____

Position: _____ Organization: _____

* Your contact details, English and Chinese names as registered in the Institute's membership records will be used in the programme and on the certificate. Please contact the Institute for any change of particulars.

SECTION 2 – QUALIFICATIONS AND EXPERIENCE

- Highest academic qualification: _____
- Other professional qualifications (if any): _____
- No. of years of post-CPA qualification work experience: _____
- Types and length of full time experience gained in the commercial sector:

Position(s) held	Size of organization and industry	Nature of work	Length of full time experience
			years
			years
			years
			years
			years
Total:			years

SECTION 3 – PAYMENT (please ☒ where appropriate)

Fee: <input type="checkbox"/> Whole programme: HK\$32,000 Individual modules: <input type="checkbox"/> HK\$8,500 Management Competency Development <input type="checkbox"/> HK\$6,500 Accounting for Performance & Decision Making <input type="checkbox"/> HK\$8,500 Risk Management & Corporate Governance <input type="checkbox"/> HK\$6,500 Strategic Finance <input type="checkbox"/> HK\$4,500 Business Ethics			
<input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"			
<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard			
Card Number:			Card Expiry Date (MM/YY):
Cardholder's Name: (BLOCK LETTERS)		Cardholder's Signature:	
Date:			
FOR OFFICE USE		Auth. code no.	Handled by

- Cash will not be accepted. Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.
- Applications will not be processed if post-dated or dishonoured cheques are received.
- Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.

SECTION 4 – SUPERVISOR'S PARTICIPATION (please ☒ where appropriate)

Will your immediate supervisor be willing to participate by providing feedback on the programme effectiveness?

- ☐ Yes Name of Supervisor: _____ Position: _____
 Email address: _____
- ☐ No

SECTION 5 – OFFICIAL RECEIPT (please ☒ where appropriate)

Who is sponsoring your Programme Fee?

- ☐ Self The official receipt will be issued in the name of the course participant and sent to your registered email.
- ☐ Employer The official receipt will be issued to your employer and sent by email.
- Name of Organization: _____ Contact Person: _____
 Contact Tel No.: _____ Email Address: _____

SECTION 6 – POINTS TO NOTE

- Once an enrolment application is submitted, cancellation is not allowed.
- Enrolment may be subject to selection criteria. All enrolment applications are subject to the Institute's final approval.
- No unauthorized audio or video recording is allowed in the programme. HKICPA will record the programme solely for internal use. Selected images taken from the recording may be used in future promotion of the FCP.
- Sessions will be postponed if Typhoon Signal No.8 or above or a Black Rainstorm Warning is hoisted within two hours before the commencement time. Participants will later be notified details of the substitute session.
- HKICPA reserves the right to cancel part/all of the programme, or change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
- Personal Data:** Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.
- The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.

SECTION 7 – DECLARATION

I confirm that I have read and fully understood all the terms and conditions as set out in this form.

I declare that the information given in this form is true and correct to the best of my knowledge and belief. If I am subsequently found to have provided false information, I agree to have my enrolment terminated without refund.

Signature

Date

_____/_____/_____
 DD MM YYYY

Places for the programme are limited. The Institute's decision on enrolment is final.