

ACCA
learning.

Building talent, driving change

ACCA learning

Our professional learning options - whether online certificates, or 60 minute webinars - target the areas we know finance professionals of today and tomorrow will need.

Areas included
in this resource:

ACCA Career Navigator

Use our online tool to map employees to the most suitable course based on their job role, career level and desired capability.



Maintaining your team's peak fitness.

The world needs forward-thinking finance professionals like it's never done before.

It needs individuals whose training and skills give them the ability to build sustainable organisations that flourish, even in the most turbulent times. It needs people who can identify opportunity, who can lead emerging sectors, and who can navigate the challenges of today's marketplaces.

Keeping your organisation at the top of its game

When you work with ACCA finance professionals, this is exactly what you get. ACCA professionals are forward-thinking, possessing the skills needed to drive your business forward and unlock your organisation's potential.

Your teams can learn anytime, anywhere

Learning is available online, so wherever and however your teams are working, they can keep on top of their professional development. And our professional learning options give you the ultimate flexibility. **Visit ACCA Learning** to find out more.

The best professional learning, and the best value

Our continuous learning resources are developed using feedback from our global employer community, taking into account their current and future talent needs. So you can be confident that your teams have access to the skills and knowledge they need to drive your business forward.

Whichever specialist area your finance teams operate in, we offer a range of professional learning options. These are for all levels, and in a range of formats, including online certificates, and through our many thought-provoking, 60 minute webinars.

Many of our options are available free of charge, and we also have discounts available for multiple purchases, making it a cost-effective way to upskill your employees.

Sustainability.

Professional Diploma in Sustainability

Sustainability: it's the future. And we're here to help you navigate it, with our new Professional Diploma in Sustainability. It's one of a kind – designed to get you and your teams up to speed.

The Diploma consists of four courses in Sustainability Frameworks and Ethics, Sustainability Strategy and Management, Sustainability Reporting, and Sustainability Assurance. These can be taken as individual certificates, or as part of an integrated learning programme. The Diploma is awarded through a final exam.

The ACCA's Professional Diploma in Sustainability holds a formal Scottish Credit and Qualifications Framework (SCQF) Level 10 credit rating.

Learning outcomes:

- Explain the concept of sustainability, its importance, and the need for regulatory frameworks
- Explain the importance of ethical principles and apply ethical guidance as a sustainability professional
- Explain the need for alignment of an organisation's sustainability strategy and evaluate sustainability related opportunities and challenges
- Analyse business decisions, key risks, and performance from a sustainability perspective
- Assess the role of information systems in the provision of sustainability related data and reporting
- Prepare and analyse sustainability reports, explain the interactions between sustainability reporting frameworks and the impact of sustainability on the financial statements
- Explain frameworks, current issues, and developments in relation to sustainability assurance and the challenges encountered at each stage of a sustainability assurance engagement.

Duration: 60 hours

Exam: To be awarded the Diploma, candidates are required to sit an integrated case study exam. Once completed, the Diploma will serve as a comprehensive accreditation in the core areas of sustainability.

Certificate in Sustainability Frameworks and Ethics

This certificate equips you and your finance teams with the knowledge to navigate the complexities of sustainability, from its core principles to its ethical implications. Explore global frameworks, understand the role of governance and finance professionals, and develop the ethical skills necessary to drive sustainable practices.

Learning outcomes:

- Define sustainability, grasp its significance, and address global challenges.
- Integrate sustainability into your business strategy, governance, and risk management.
- Understand key frameworks like UNSDGs, GRI, and ISSB, and their role in guiding sustainable development.
- Explore ethical principles in business, identify threats like greenwashing, and develop strategies to mitigate them.
- Apply ethical guidance to your role as a sustainability professional, ensuring integrity and promoting ethical behaviour.

Who is it for

Suitable for finance professionals at all levels who are looking to gain a comprehensive understanding of sustainability.

Format: Self-paced, online learning

Study material completion period: 12 months

Duration: 7 hours

Certificate in Sustainability Strategy and Management

Master the art of integrating sustainability into your organisation's core strategy. This certificate empowers you and your finance teams with the knowledge and skills to develop and implement sustainable business strategies that align with organisational goals and stakeholder expectations. Delve into strategic planning, governance, decision-making, and the role of technology in driving sustainable practices.

Learning outcomes:

- Understand how to align organisational goals with sustainability commitments and identify key resources and relationships.
- Learn the importance of effective governance, risk management, and internal controls in ensuring sustainable operations.
- Explore how to make informed business, financial, and investment decisions that prioritise sustainability.
- Set and monitor targets, KPIs, and metrics to track environmental and social impact.
- Understand the role of technology in supporting sustainability reporting, scenario analysis, and impact assessment.

Who is it for

Suitable for finance professionals at all levels who are looking to gain a comprehensive understanding of sustainability.

Format: Self-paced, online learning

Study material completion period: 12 months

Duration: 18 hours

Certificate in Sustainability Reporting

This certificate equips you and your finance teams with the knowledge to navigate the complexities of sustainability reporting, from understanding disclosure standards to assessing their impact on financial statements.

Learning outcomes:

- Prepare a sustainability report, including setting frameworks, collecting data, and reporting.
- Understand the IFRS Sustainability Disclosure Standards, climate-related disclosures, and greenhouse gas emissions measurement.
- Explore the interactions between the IFRS Sustainability Disclosure Standards and European Sustainability Reporting Standards.
- Analyse sustainability reports from an investor's perspective, assess their benefits and costs, and understand their impact on stakeholders.
- Explore the interconnectedness between sustainability reporting and financial statements, and analyse the impact of climate change on financial statement components.

Who is it for

Suitable for finance professionals at all levels who are looking to gain a comprehensive understanding of sustainability.

Format: Self-paced, online learning

Study material completion period: 12 months

Duration: 15 hours

Certificate in Sustainability Assurance

This certificate equips you and your finance teams with the knowledge to navigate the complexities of sustainability assurance, from understanding key frameworks to conducting effective audits.

Learning outcomes:

- Explore laws, regulations, standards, and ethical considerations governing sustainability assurance.
- The steps involved in conducting a sustainability assurance engagement, including evaluating auditor's assurance, planning engagements, and assessing challenges.
- Stay updated on the latest standards and regulations in the field of sustainability assurance.

Who is it for

Suitable for finance professionals at all levels who are looking to gain a comprehensive understanding of sustainability.

Format: Self-paced, online learning

Study material completion period: 12 months

Duration: 15 hours

Certificate in Sustainability for Finance (CertSF)

Climate change. Global pandemics. Economic instability. It's an uncertain world – and as a financial professional you and your organisation need to be prepared. There's a growing desire for a transformative and sustainable global recovery, which is providing a fresh focus for organisations to drive forward their position in relation to sustainability.

Courses included:

- An introduction to sustainability for finance professionals.
- Climate risk and reporting for finance professionals.
- Sustainable Development Goals and their impact for finance professionals.
- ESG performance and metrics for finance professionals.
- Sustainability analytics for finance professionals.

By completing all five courses and a one-off assessment, you and your finance team will learn how to create value for your organisation and drive sustainable business techniques.

Who is it for

This course is aimed for accountants and finance teams to gain the skills and knowledge to enable them to confidently lead on sustainability issues in their organisations.

Be future ready – with your Certificate in Sustainability for Finance

The Certificate in Sustainability for Finance is also available for Arabic, Chinese (Simplified) and Spanish (Latin American) speakers.

Duration: 20 hours



Mastering Sustainability Reporting

In today's dynamic business landscape, organisations of all sizes and sectors need to prepare sustainability-related information. This course builds on ACCA's well-received Sustainability Reporting Guide to navigate practitioners through the eight stages of the reporting cycle, equipping them to meet sustainability reporting demands effectively. Additionally, learners can choose to explore the implementation requirements of the first two ISSB standards (IFRS S1, IFRS S2) and European Sustainability Reporting Standards (ESRS) at pivotal points in the cycle.

Learning outcomes:

- Articulate the need for and importance of effective, accurate and standardised sustainability reporting
- Identify the stages in the sustainability reporting cycle
- Determine and allocate appropriate levels of responsibility for sustainability reporting
- Define data requirements and plan data collection activities to meet organisational requirements
- Prepare an effective sustainability reporting process plan that includes verification and continual improvement

Who is it for

This course is for finance professionals involved in reporting high-quality sustainability-related information, but may also be relevant to practitioners in other functions. Learners should be familiar with the key sustainability issues, metrics and practices affecting their organisation, as the course will build on this foundational sustainability knowledge.

Format:

Self-paced online learning

Expected learning hours: 6 to 8

Study material completion period:
12 months

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Sustainability

Certification: Complete the course and pass the assessment to gain your certificate of completion and digital badge.





Audit and assurance.

Certificate in International Auditing (Cert IA)

This certificate offers an introduction to the International Standards on Auditing (ISAs), covering the principles and application of ISAs through online tuition and objective assessment.

This qualification is structured in an accessible and user-friendly way that underlines key information and provides useful summaries. There are many exercises, multiple-choice questions and sample answers for your team to test their knowledge with as they progress through the course.

The course is also updated every year to make sure it stays relevant, and includes a topic-by-topic explanation of the specific ISAs.

Learning outcomes:

- Understand how ISAs are used around the world
- Be aware of the fundamental requirements of ISAs on a standard-by-standard basis
- Know how to use ISAs in practice.

The Certificate in International Auditing is also available for Spanish speakers.

Duration: 14 hours

Corporate and business reporting.

Certificate in International Financial Reporting (Cert IFR)

This financial reporting course offers a broad introduction to the field of International Financial Reporting and International Financial Reporting Standards (IFRS). It traces the history of the International Accounting Standards Board (IASB) from its early roots through to recent changes and updates and future developments.

The qualification is structured in an accessible and user-friendly way that underlines key information and provides useful summaries. It examines and breaks down specific standards topic-by-topic. There are case studies, which are based on real-life examples, and many exercises, multiple-choice questions and sample answers for your team to test their knowledge as they progress through the course.

Learning outcomes:

- To help your team understand how International Financial Reporting Standards (IFRS) are used around the world
- To explain how the International Financial Reporting Standards Foundation (IFRSF) / International Accounting Standards Board (IASB) work and how these are being changed
- To examine the fundamental requirements of IFRS on a standard-by-standard basis
- To provide guidance on how to use IFRS in practice.

The Certificate in International Financial Reporting is also available for Spanish, Greek, Portuguese and Vietnamese speakers.

Duration: 20 hours



Public sector.

Certificate in International Public Sector Accounting Standards (Cert IPSAS)

IPSAS® have been developed to enhance the quality, consistency and transparency of public sector financial reporting worldwide. Issued by the International Public Sector Accounting Standards Board (IPSASB), they are cash-based standards and accruals standards used for the preparation of general purpose financial statements by governments and other public sector entities around the world.

The Certificate in International Public Sector Accounting Standards has been specifically designed to help your team meet the challenges of implementing IPSAS.

Learning outcomes:

- Describe the fundamental requirements of accrual-based IPSAS® on a standard-by-standard basis
- Identify how to use IPSAS® in practice
- Explain the difference between the cash basis IPSAS® and accrual-based IPSAS®
- Recognise how IPSAS® are used around the world
- Apply the requirements of IPSAS® in the preparation of information for financial statements
- Interpret financial statements prepared in compliance with IPSAS®
- Describe the workings of the IPSASB and how these are developing.

The Certificate in International Public Sector Accounting Standards is also available for Arabic, Russian and Latin American Spanish (assessment only) speakers.

Duration: 17 hours

Certificate in Public Financial Management (Cert PFM)

Given the pace of change and size of expenditure in the public sector, it's critical that finance professionals working in the sector have the right skills to deal with the challenges ahead.

Created in response to demand from the public sector, this certificate introduces the essentials of public financial management. It provides a practical and broad-based knowledge, ensuring finance professionals in the public sector have a core understanding of public finance knowledge, plus the skills and ethical values needed by organisations like yours.

Learning outcomes:

- Be able to define public money
- Understand the objectives of public financial management
- Know what the public financial management cycle is.

The Certificate in Public Financial Management is designed for those new to the public sector, or those with practical experience but without formal professional finance qualifications.

Duration: 41 hours



Data, digital and technology.

Technology in Finance Certificate Series

Finance is transforming fast - are you ready? ACCA's **Technology in Finance Certificate Series** empowers accountants and finance leaders with cutting-edge digital skills to thrive in the future. Featuring four flexible online certificates, this series is ideal for experienced professionals and organisations aiming to build tech-savvy finance teams. Stay ahead. Lead the change.

Certificates are delivered online via the ACCA Learning platform and are self-paced, allowing individuals to study at a time that suits them.

Available certificates in this series:

- Certificate in Data Analytics for Finance Professionals.
- Certificate in Cybersecurity for Finance Professionals.
- Certificate in AI for Finance Professionals.
- Certificate in Organisational Transformation for Finance Professionals.

Who is it for

- Finance professionals seeking to develop their skills, advance their careers, and adapt to evolving industry demands.
- Organisations aiming to cultivate and retain finance talent, improve operational efficiency within finance functions, and implement strategic initiatives that leverage technological proficiency in finance.

Launching soon

Format: Online, self-directed learning courses

Expected learning hours: 60 hours

Study material completion period: 12 months

Certification: A certificate and digital badge will be provided on successful completion of each course and assessment.

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Digital

*Explore Career Navigator levels and capabilities [here](#)

Certificate in Data Analytics for Finance Professionals

This certificate is part of the Technology in Finance Certificate Series.

This 15-hour, CPD-recognised online course delivers the practical data skills tailored specifically for finance professionals. Equip your team to leverage data for smarter financial decisions, drive stronger business performance, and confidently apply industry best practices with finance-specific insights. With the ACCA Certificate in Data Analytics for Finance Professionals, your finance team will have the expertise needed to confidently extract actionable insights from data and set your business apart.

Learning outcomes:

- An introduction to the four key types of data analytics used in finance.
- Practical techniques for applying data analytics within accounting and finance contexts.
- Exploration of AI, machine learning, and analytics tools for ethical data analysis.
- Methods for visualising and communicating insights to support strategic decision-making.
- Guidance on data governance, security, and planning for responsible analytics implementation.

Who is it for

- Accountants and finance professionals who want to enhance their skills and advance their careers.
- Businesses seeking to upskill their finance teams and support talent development.

Format: Self-directed online learning

Expected learning hours: 15 hours

Study material completion period: 12 months

Certification: Complete the course and pass the assessment to gain your certificate of completion and digital badge.

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:
Digital

*Explore Career Navigator levels and capabilities [here](#)

Certificate in Cybersecurity for Finance Professionals

This certificate is part of the Technology in Finance Certificate Series.

Combat AI-driven threats, ransomware, and supply chain risks by closing cybersecurity knowledge gaps. The Certificate in Cybersecurity for Finance Professionals delivers practical, tailored skills through self-paced, online training — aligning individuals and teams with best practices and regulatory requirements. Gain verifiable CPD hours and modern expertise to protect your organisation and strengthen finance governance.

Learning outcomes:

- Identify the current and evolving threats affecting the finance industry, such as ransomware, artificial intelligence and supply chain risks
- Explain the importance of positive cybersecurity behaviours and culture for preventing cybersecurity incidents
- Describe and follow the processes involved in identifying and managing cybersecurity risks
- Recognise the role of accounting and finance professionals in organisational cybersecurity practices.

Who is it for

- Accountants and finance professionals who want to enhance their skills and advance their careers.
- Businesses seeking to upskill their finance teams and support talent development.

Format: Self-directed online learning

Expected learning hours: 15 hours

Study material completion period: 12 months

Certification: Complete the course and pass the assessment to gain your certificate of completion and digital badge.

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:
Digital

*Explore Career Navigator levels and capabilities [here](#)

Certificate in AI for Finance Professionals

This certificate is part of the Technology in Finance Certificate Series.

This certificate is designed for finance professionals seeking advanced knowledge of Artificial Intelligence (AI). It equips your team to apply AI tools and methods effectively and ethically within your organisation, gain practical and in-demand AI skills tailored for finance, and leverage AI to drive innovation and efficiency.

Learning outcomes:

- Understand AI's role, core concepts (including ML), and applications in finance.
- Build a strong data foundation (collection, quality, analysis) for AI.
- Recognise, assess, and mitigate AI-specific risks (algorithmic bias, data security, interpretability).
- Apply ethical principles (fairness, accountability, transparency) and navigate regulatory frameworks.
- Establish effective AI governance frameworks, controls, and monitoring mechanisms.

Who is it for

- Accountants and finance professionals who want to enhance their skills and advance their careers.
- Businesses seeking to upskill their finance teams and support talent development.

Format: Self-directed online learning

Expected learning hours: 15 hours

Study material completion period:
12 months

Certification: Complete the course and pass the assessment to gain your certificate of completion and digital badge.

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Digital

*Explore Career Navigator levels and capabilities [here](#)

Launching soon

Certificate in Organisational Transformation for Finance Professionals

This certificate is part of the Technology in Finance Certificate Series.

This certificate equips accounting and finance professionals with the essential knowledge and skills to effectively manage and lead organisational transformation. It uniquely integrates key areas into one comprehensive course – transformation methods, finance-focused change leadership, digital and data skills, and essential leadership abilities.

Learning outcomes:

- Define transformational strategies as part of business strategies.
- Understand core transformation concepts, drivers, success factors, and frameworks in a finance context.
- Lead change within finance, handle stakeholder resistance, present data-driven insights, and use digital tools / analytics effectively.
- Develop essential leadership, influencing, negotiation, and collaboration skills for cross-functional change.

Who is it for

- Accountants and finance professionals who want to enhance their skills and advance their careers.
- Businesses seeking to upskill their finance teams and support talent development.

Format: Self-directed online learning

Expected learning hours: 15 hours

Study material completion period:
12 months

Certification: Complete the course and pass the assessment to gain your certificate of completion and digital badge.

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Digital

*Explore Career Navigator levels and capabilities [here](#)

Launching soon

Certificate in Business Analytics (CertBA)

With the increasing availability of broad and deep sources of information, so-called “Big Data”, business analytics is becoming an even more critical capability for organisations of all types and all sizes.

Designed and led by global business experts from Columbia Business School, this groundbreaking course will prepare you and your teams for the challenges of a data-driven world – and help you make key decisions to steer your business towards big growth.

Learning outcomes:

- Understand the fundamental concepts and quantitative analytical methods to think critically about data, and the analysis of data
- Practice the most common analytical methods and techniques in various industries and sectors to develop data-driven insights and support your business decisions
- Feel empowered to identify and evaluate opportunities for creating value for your organisation
- Explore the strategies and challenges to implement analytical approaches within your organisation.

Big data. Big decisions. Big opportunity.

Duration: 36 hours

Please note this is a cohort-based programme that will only run once a year. The course has defined registration periods each year. Check the website for further information.

Digital Finance Essentials

Technological change is the topic of countless business and scholarly articles. Already moving at breakneck speed, its acceleration continues to shape industry and business practices across the board. As a result, effective integration of new technologies, such as generative AI, has become a critical factor for organisational and professional success.

ACCA has created the Certificate in Digital Finance Essentials for early career professionals navigating the rapid technological advancements in their profession. This online, on-demand course explores the principles of technological development and adoption, preparing learners for a career in which digital agility will be paramount. Modules 1 to 4 are available now, with Modules 5 and 6 releasing in January 2026, alongside the assessment.

Developed in response to ground-breaking research supported by over 8,000 members that culminated in the Global Talent Trends report (ACCA, 2023) the Certificate in Digital Finance Essentials can be used as verifiable CPD and to demonstrate your finance team's skill set.

Learning outcomes:

- The effect of innovative technologies on finance professionals
- How technical products and functions are used in business
- How legacy and emerging technologies are used in different business contexts
- The usefulness of digital applications and data for accounting and finance
- The ethical implications of data governance, including the use of Generative AI.

Who is it for

Suitable for all finance professionals, especially those seeking to gain an introductory awareness of technological developments.

Format: Online

Expected learning hours: 10 hours

Study material completion period: 12 months

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Digital

Certification: Complete each course and pass the assessments to gain your certificate of completion and digital badge.



Financial management.

Certificate in Business Valuations

Understand how to apply the principles of business valuation in order to better service your clients' needs with the Certificate in Business Valuations.

The importance of business valuation is growing. As reported by ACCA members, more professional accountants are expected to hold expert knowledge in business valuations for supporting increased mergers and acquisitions activity.

ACCA and the **Conseil Supérieur Ordre Des Experts-Comptables** (CSOEC) have collaborated through a strategic partnership to develop the certificate - a high-quality specialist qualification requested by qualified accountants, finance business professionals and employers globally.

Learning outcomes:

- Understand the different contexts of business valuation, and the considerations which need to be made before undertaking a valuation
- Select the appropriate method of business valuation for any given situation
- Practice how to successfully apply business valuation techniques in a practical context.

The Certificate in Business Valuations is also available for French speakers.

Duration: 20 hours

Advanced Financial Modeler (AFM)

Financial modeling plays an integral part in business decision making, informing key transactions and critical business decisions.

Empower your team with Advanced Financial Modeler (AFM) accreditation, offered in partnership with the Financial Modeling Institute (FMI). Give them the skills, confidence and credibility to design expert financial models to support the sustainability of your business.

This world leading accreditation programme will allow your team to demonstrate their calibre and validated expertise in financial modeling.

Learning outcomes:

- Demonstrate the technical modelling skills most valued by employers and clients
- Create a financial model that can be used as a critical decision-making tool, allowing users to make accurate and informed financial decisions about a company
- Use a financial model as a powerful communication tool to clearly and effectively tell the story of a company
- Focus your skills in accounting, finance, spreadsheets and general business knowledge to effectively forecast a company's financial statements.

Take your career further. Model excellence.

Duration: 25 hours





Leadership and management.

World Class Manager

Bringing together best practice for people managers, the World Class Manager series from the Global Growth Institute delivers proven impacts for you and your organisation. Providing effective management training in time poor and cost constrained organisations is a key challenge addressed through this course. Focused on the critical skills managers need to get the best out of themselves and their people, the course includes real-life, practical tools from some of the best global management practices.

Learning outcomes:

- Set goals to align with your organisation's strategy and vision
- Run effective meetings and give impactful team briefings
- Understand the emotional intelligence of yourself and others
- Employ the skills needed to transition from manager to leader.

This course is made up of 24 one-hour modules split into two series. The first focuses on core foundational skills to enhance your impact as a leader. The second looks at how you and your team can align your activities to organisational strategy.

Duration: 24 hours

Finance for non-finance managers

Every organisation needs a strong finance function to provide the financial planning and reporting necessary for the business to make informed decisions. However, for this to work effectively, those outside of the finance team need to have the confidence to understand what these reports mean and most importantly - why the numbers matter.

This course is designed to help non-finance staff, managers and other professionals build the skills and confidence they need to successfully interpret and analyse financial information. And enable them to have more meaningful conversations with the finance team.

Learning outcomes:

- Understand the relationship between financial strategy and business strategy
- The role of budgeting in an organisation
- The concept of financial risk and the importance of risk management
- The importance of liquidity and why profits differ from cash
- How to appraise business unit performance
- How to interpret key financial statements.

Build financial confidence and make the numbers work for you.

Duration: 7 hours

This course is part of the Why the numbers matter financial education series which also includes **Finance for business owners and entrepreneurs** and **Finance for C-Suite**.

Problem solving and decision making

The key to problem solving and decision making is thinking differently and looking at things from different angles.

This interactive course will encourage you and your finance team's creative thinking skills and enhance your problem-solving abilities. It will demonstrate how teamwork can uncover new ideas and solutions, and it includes recommended models of best practice.

Learning outcomes:

- Why you need to be creative in your problem solving and decision making
- The different thinking styles people use when making decisions
- A step-by-step guide to creative problem solving and decision making
- How to test your ideas.

The course includes practical exercises and a workbook with handy resources to use beyond the course.

Duration: 2 hours

Diversity and inclusion: working together

This course examines the broad and strategic topic of diversity and inclusion. It'll help you develop personal strategies and actions that will have a positive and sustainable impact on you, your colleagues and your organisation.

Throughout the course, you and your team will discover valuable insights behind the topic and engage in activities designed to enhance your knowledge and help overcome barriers to progress. In addition, whether you operate in a large or smaller organisation, you'll learn the necessary steps to devise and implement a successful diversity and inclusion strategy.

Learning outcomes:

- Understand the value of diversity and how it should be paired with inclusion
- How to respect and accept differences
- Learn about the biggest challenges and how to address them
- Develop recommended strategies for large and small organisations
- Understand your role in creating the right environment to identify personal strategies.

Duration: 2 hours

Negotiation

Accounting professionals often engage in negotiations, including with partners, vendors, contractors, suppliers, customers, potential employees and hiring managers.

This course will equip you and your team with the tools needed to effectively prepare, carry out and conclude negotiations successfully.

Learning outcomes:

- Identify different types of negotiations
- Prepare effectively for negotiations
- Follow the accepted negotiation process
- Use approaches that build rapport, establish trust and reduce stress
- Conclude negotiations successfully.

Duration: 1.5 hours

Presenting meaningful reports

Accounting professionals often have to present performance and financial information to audiences who have a limited understanding of the concepts, processes and data being discussed.

This course is designed to equip you and your finance team with the tools to effectively explain the information you're presenting, ensuring your colleagues and decision makers clearly understand the data and are empowered to make informed decisions.

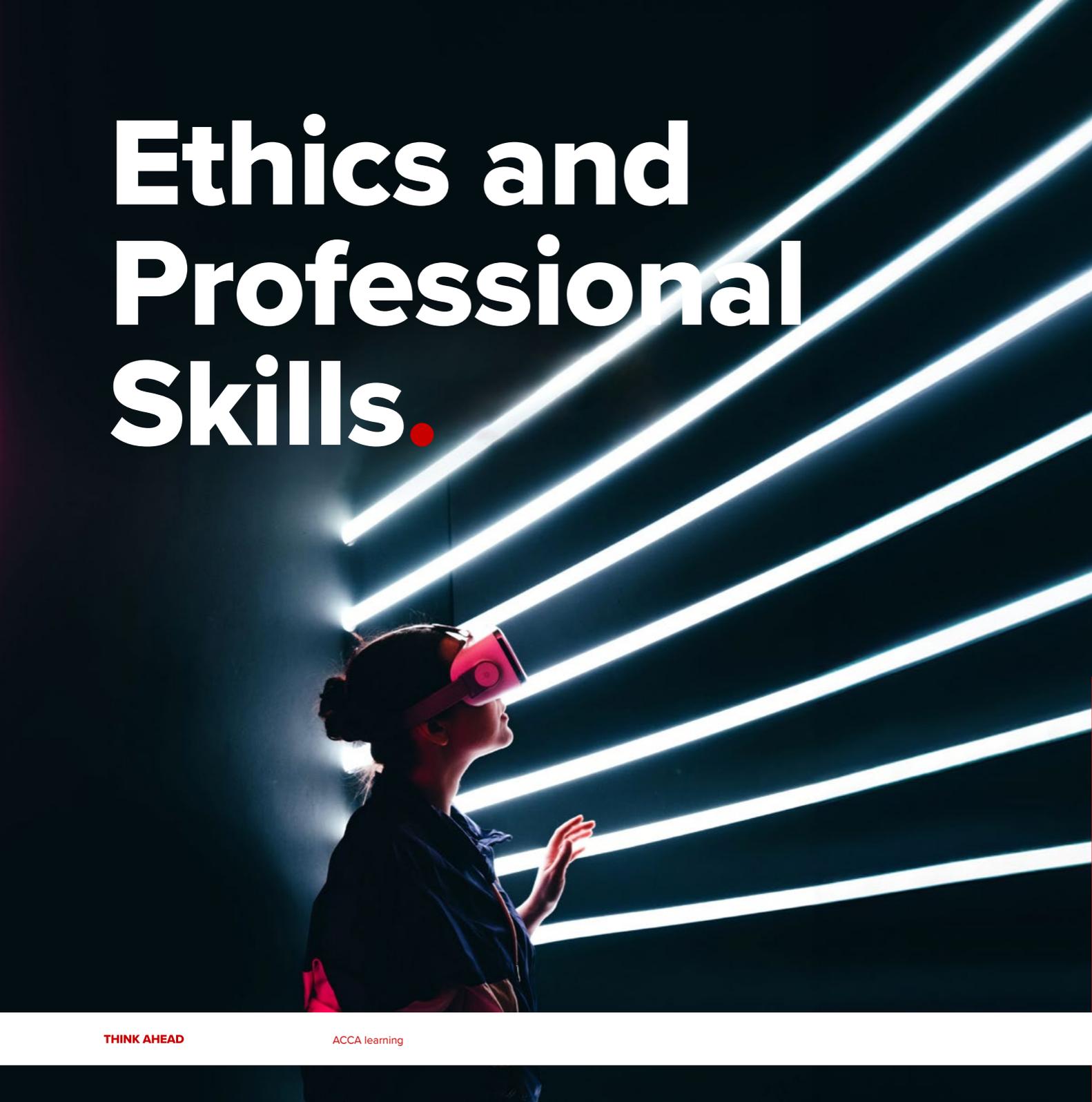
Learning outcomes:

- Identify the different types of financial performance information
- Present financial performance information effectively
- Effectively explain charts and graphs
- Structure reports to meet your audiences' needs.

Duration: 1.5 hours



Ethics and Professional Skills.



Certificate in Ethical Artificial Intelligence (AI)

As AI becomes more advanced and widespread, there are growing concerns about issues such as bias, transparency, accountability and safety. This certificate from the Chartered Institute for Securities and Investment is essential learning for anyone wanting to understand the fundamental ethical and management issues in the deployment of AI in finance. Completion of this certificate will demonstrate your team's competence and knowledge in the area of AI.

Learning outcomes:

- Explain how AI can be developed in ways benefitting society
- Understand the relevance of ethical codes in the deployment of AI
- Demonstrate the importance of risk management when considering AI
- Understand the human aspect of managing AI systems

Who is it for

This certificate is relevant for those who have a strong interest in how AI will affect their business and wish to demonstrate their competence and knowledge in this area.

Format: Self-paced online learning

Expected learning hours: 12

Study material completion period:
12 months

Career Navigator level:

Proficient

Expert

Leader

Career Navigator capability:

Digital, Ethics and Insight

Certification: Complete all five modules and tests along with the additional learning to gain your co-branded certificate by ACCA and Chartered Institute for Securities & Investment (CISI).

Global business services.

Certificate in Global Business Services (CertGBS)

You want to build a high-performance business. You want to wow existing clients and win new ones. And, of course, you want to boost your bottom line. To make that happen, you'll need a finance team on top of their game.

This course is designed to enable employees to develop the skills and expertise to process accounting and produce reports. And to understand shared services, processes and standards in order to play a successful role in your Shared Service or GBS team.

It's ideal for individuals in roles like travel and expenses analyst, accounts payable analyst, accounts receivable analyst, general ledger analyst and other financial positions on a similar level.

Learning outcomes:

- Discover the principles and practice that define the best shared services teams
- Gain the skills and expertise to design better processes and manage change
- Discover how to harness innovative tech – and deliver truly outstanding services.

Drive your business forward.

Duration: 10 hours

Help your finance team set their route to success with ACCA's Career Navigator

Knowing what skills your team needs right now, and in the future, is key to long-term career and business success.

By encouraging your finance people to start using Career Navigator, you enable your finance teams to have a clear career plan that's aligned with your organisation's growth aspirations. The tool will allow them to stay focused on performance and continuously develop professionally by acquiring the necessary skills needed to keep your business ahead of the curve. They will also have inspiring examples of those who are leading the way to keep themselves motivated and professional. Introduce your people to ACCA's Career Navigator today and let their route to success with your organisation begin.



careernavigator.accaglobal.com

Watch video >



To explore our complete range of industry-leading courses, certificates, and diplomas, visit **learning.accaglobal.com**

Contact us

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THINK AHEAD