



British Training

Effective Accounts Receivable Management (ARM) Training Course

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Introduction:

Managing accounts receivable efficiently is crucial for maintaining a healthy cash flow and ensuring the financial stability of any organization. At British Training Center, we understand the importance of mastering effective strategies in accounts receivable management. This comprehensive course is designed to equip finance professionals with the advanced skills needed to optimize cash flow, minimize credit risks, and enhance collection efficiency. Participants will gain practical insights and tools that can be directly applied to their organizational contexts, driving financial growth and stability.

Training Objectives and Impact:

By the end of this program, participants will be able to:

- Understand the fundamentals of accounts receivable management.
- Implement effective credit policies to minimize risks.
- Enhance cash flow management through strategic collections.
- Analyze accounts receivable data for better decision-making.
- Utilize technology and automation in receivables management.
- Improve communication and negotiation skills with clients.
- Develop effective strategies to reduce overdue receivables.
- Ensure compliance with financial regulations and standards.

Targeted Competencies and Skills:

- Strategic financial management.
- Credit risk assessment and mitigation.
- Data analysis and decision-making.
- Negotiation and communication skills.
- Problem-solving and strategic planning.
- Proficiency in accounts receivable automation tools.

Target Audience:

This program is tailored for:

- Finance managers and controllers.
- Accounts receivable specialists and analysts.
- Credit and collections professionals.
- Financial planners and strategists.
- Business owners and entrepreneurs.
- CFOs and financial decision-makers.

Course Content:

Unit One - Introduction to Accounts Receivable Management:

- Understanding the role of accounts receivable in financial health.
- Key concepts and terminology in accounts receivable.
- The importance of effective receivables management.
- Overview of the credit and collection process.
- Identifying challenges and risks in accounts receivable.
- Financial implications of overdue receivables.
- Setting objectives for accounts receivable performance.

Unit Two - Credit Policy and Risk Management:

- Developing effective credit policies and procedures.
- Assessing customer creditworthiness and risk analysis.
- Setting credit limits and payment terms.
- Credit approval and monitoring processes.
- Minimizing bad debt risks through strategic planning.
- Reviewing and updating credit policies regularly.
- Ensuring compliance with regulatory requirements.

Unit Three - Cash Flow and Collection Strategies:

- Importance of cash flow management in accounts receivable.
- Effective invoicing and billing practices.
- Collection strategies and best practices.
- Handling disputes and resolving payment issues.
- Building strong client relationships for timely payments.
- Negotiation techniques for debt recovery.
- Implementing early payment incentives and discounts.

Unit Four - Accounts Receivable Analytics and Reporting:

- Utilizing financial data to optimize receivables.
- Key performance indicators (KPIs) for accounts receivable.
- Analyzing aging reports and identifying trends.
- Predictive analytics for receivables management.
- Reporting tools and techniques for decision-making.
- Communicating accounts receivable performance to stakeholders.
- Using dashboards for real-time monitoring.

Unit Five - Automation and Technology in Accounts Receivable:

- Overview of accounts receivable automation tools.
- Implementing digital invoicing and payment solutions.
- Integrating accounts receivable systems with ERP software.
- Benefits of automation in improving efficiency.
- Cybersecurity considerations in digital receivables.
- Future trends in accounts receivable technology.
- Selecting the right automation tools for your business.