

SEYA CAPITAL
INSIGHT.STRATEGY.GROWTH

FINANCE, ACCOUNTING & BUDGETING

Accounts Payable

Strengthening Control, Efficiency and Working Capital Performance

SECTOR	FORMATS	FEE FROM	2027 SESSIONS
Finance, Accounting & Budgeting	5 days & 2 weeks	US$ 2,100	3

OVERVIEW

About this course

Few functions influence an organisation's cash position as directly as accounts payable, yet few are benchmarked with the same rigour applied to revenue or investment activities. This Seya Capital Accounts Payable training course gives finance teams a clear picture of how their function measures up against leading practice, and a practical route map for closing that gap.

Because the way accounts payable is organised and managed shapes an organisation's control over working capital, and therefore its cash flow, the course draws on documented examples from well-regarded companies — both what worked and what did not — to show how each process and approach plays out in practice.

By attending this Seya Capital training course, delegates will understand:

- Why the accounts payable function matters, and what effective, efficient controls look like in practice
- How accounts payable management shapes an organisation's control over working capital
- How to build accounts payable dashboards that track and communicate department KPIs
- Practical approaches to motivating and engaging accounts payable staff
- Why benchmarking against international best practice drives continual improvement in accounts payable performance

2027 SCHEDULE

Dates, venues & fees

DATES	VENUE	FORMAT	FEE PER DELEGATE
4 – 8 Jan 2027	Nairobi, Kenya	5 days	**US$ 2,100**
11 – 22 Jan 2027	Zanzibar, Tanzania	2 weeks	**US$ 3,780**
18 – 22 Jan 2027	Zanzibar, Tanzania	5 days	**US$ 2,100**

> Fees exclude travel and accommodation. This course is also available in-house, on dates and at a venue of your choice.

OBJECTIVES

By the end of the course

By the end of this Seya Capital training course, participants will be able to:

- Explain the function of accounts payable and the role it plays within an organisation
- Apply the accounting principles that underpin accounts payable
- Describe what effective leadership of an accounts payable function looks like
- Assess accounts payable operations and processes, and recommend improvements drawn from current best practice
- Use Microsoft Excel tools and techniques to manage and monitor accounts payable performance

WHO SHOULD ATTEND

Designed for

This Seya Capital training programme is relevant to a broad range of finance professionals, and will particularly benefit:

Finance Executives · Accountants · Accounts Payable Managers · Accounts Payable Supervisors · Accounts Payable Staff

Anyone working within the accounts payable process, or looking to add a practical toolkit to their existing professional or technical skills

PROGRAMME

Course outline

Day 1: Accounts Payable and the Financial Health of the Organisation

- Why accounts payable matters more than its back-office reputation suggests
- What it really means to manage accounts payable
- Core functions of management applied to accounts payable
- The structure of the accounts payable department and the role of its staff
- How accounts payable drives working capital and cash management outcomes

Day 2: The Accounting Foundations of Accounts Payable

- Accounting essentials every accounts payable professional needs
- Key accounts payable terminology
- The general ledger and sub-ledger relationship
- Month-end accounting entries and accruals
- Control account reconciliations
- Building a reconciliation plan for the sub-ledger

Day 3: Managing Accounts Payable: Controls, Audit and Fraud Risk

- Applying best practice within your own organisation
- Identifying the internal controls that matter most
- Treating the annual audit as a source of added value, not just compliance
- Weighing the impact of accounts payable outsourcing
- Recognising and detecting fraud in accounts payable

Day 4: Leading the Accounts Payable Team

- Repositioning the image of the accounts payable department
- Practical ways to motivate accounts payable staff
- Structuring the accounts payable department for effectiveness
- Closing communication gaps across the function
- Resolving internal and external disputes
- Delivering strong customer service to vendors

Day 5: Using Excel to Manage and Monitor Accounts Payable

- Connecting the accounts payable system with Excel
- Using pivot tables to surface valuable information
- Preparing and analysing accounts payable ageing
- Building an accounts payable performance dashboard

METHODOLOGY

How you will learn

This training course pairs the theory and techniques behind organising and managing accounts payable with a strongly practical delivery style. Worked examples and case studies show delegates how the concepts play out in real organisations, and structured discussion gives them room to work through the issues those examples raise.

IMPACT

The return on learning

For your organisation

- Sharper awareness of the metrics that matter most to accounts payable performance
- Fresh insight drawn from global best practice
- Closer integration with related financial processes, such as purchase order management and supplier payments
- A more professional, better-equipped accounts payable team
- A stronger internal talent pipeline for succession planning
- More efficient accounts payable processing, with scope to reduce cost and cycle time in a high-volume area of financial transactions

For you

- Come away with a clear, practical understanding of how to manage accounts payable
- Be equipped to proactively identify and pursue process and efficiency improvements
- Be able to make the case to colleagues for why accounts payable improvement matters to working capital management
- Stay current on the latest developments in accounts payable best practice

CERTIFICATION

Seya Capital certificate

Upon successful completion of this classroom-based training course, delegates will be awarded a Seya Capital Certificate.

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Register or enquire

info@seyacapital.com
www.seyacapital.com

The Kenya Police Sacco Plaza, 2nd Floor, Wing B
Ngara Road, off Muranga Road
P.O. Box 63978 – 00619, Nairobi, Kenya