



BPP Professional Development
2016 Luxembourg Programme

Financial Reporting & Accounts Programme

Course Title	Level	Date	Course Objectives
Accounting for Investment Portfolios	Intermediate	20 June, 3.00 - 5.00pm	<ul style="list-style-type: none"> Define Financial Assets and Liabilities and understand the measurement and recognition criteria Investigate the choices companies have going forward when accounting for Financial Instruments The concepts of rights issues and bonus issues will be explored and as a group we will practically apply the accounting rules to some real life examples The concept of EPS (Earnings per share)
IFRS Group Accounting Update	Intermediate	20 June, 5.30 - 7.30pm	<ul style="list-style-type: none"> Understand the real meaning of 'control' Identify which (if any) of the entities you work with meet the consolidation exemption and the criteria surrounding 'Investment entities' Once an entity is exempt from consolidating, their investments follow IFRS 9 <i>Financial Instruments</i>. This session will explore IFRS 9 in further detail and its new impairment methodology Practical exercises to ensure all of the above is fully understood
Interpreting and reviewing Company Accounts	Foundation	21 June, 9.30 - 11.30am	<ul style="list-style-type: none"> Review book keeping basics - Who, how, why bother? Interpreting Accounts - 'Qualitative Characteristics' help to tell the story properly. The importance of substance over form in accounting will also be explored - the principal based approach vs rules based approach Fixed Assets - Cost Model vs Revaluation Model; Accounting for Investments (impact on Balance Sheet, Reserves, P/L); Impairment What transactions effect the NAV of a company - NAV as a performance indicator Create a checklist for reviewing accounts and review notes to the accounts and their importance. Work in groups to interpret and review a set of Financial Statements to apply the topics covered throughout the session
Accounting for FX transactions and foreign entities	Intermediate	21 June, 12.00 - 2.00pm	<ul style="list-style-type: none"> Grasp the rules that apply when a company deals with transactions in a currency different to their functional currency Understand the accounting rules for a company presenting their accounts in a currency which is not their functional currency Account for foreign subsidiaries in consolidated financial statements as a practical group exercise
IFRS update 2016	Advanced	21 June, 2.30 - 4.30pm	<ul style="list-style-type: none"> Explore the upcoming changes to IFRS 9 Financial Instruments with its new impairment methodology and new held for sale option for its amortised cost investments. Gain an understanding of the recent changes to IFRS 10 which have resulted in a new approach to consolidation for Investment Entities. As these changes must be applied from 1 January 2016 this standard couldn't be more relevant. Investigate the new Leases standard IFRS 16 which will replace IAS 17 from 1 January 2019 with a view to understand the reasons for the change, and the main impact it will have on company accounts.

Fiduciary Programme

Course Title	Level	Date	Course Objectives
Investments for Administrators	All	20 May, 9.00 - 12.00pm	<ul style="list-style-type: none"> • What is a share? • Why chose a share? • Dividends • Market volatility of shares • What is a bond? • Why chose a bond? • Par, coupon, yield to maturity • What are funds? • Why chose a fund? • NAV • Risk and return • Portfolio objectives • Portfolio composition
Fiduciary Decision Making	All	19 July, 9.00 - 12.00pm	<ul style="list-style-type: none"> • What is expected of a signatory? • Knowing your client and decision making • Risk awareness • What is risk? • Types of risk • Making decisions to mitigate risk • Tax awareness • What tax matters need to be considered • Investments and decision making • Advisory and execution only portfolios • Types of investments • Accounts and decision making • What to review in the accounts • Beware
Minute Writing	All	19 July, 1.00 - 4.00pm	<ul style="list-style-type: none"> • What are minutes? • Contents • Typical wording • Why do service providers produce minutes? • Effective record keeping and administration • Offshore Trust minutes • Why do Trustees produce minutes • Litigation and disputes • Protectors • Offshore Company minutes • Why do Companies produce minutes • Types of meetings • Litigation and disputes • Written resolution vs minutes
Introduction to Foundations and Companies	Foundation	20 July, 9.00 - 12.00pm	<ul style="list-style-type: none"> • What is a Foundation? • Origins of Foundations • Ultra Vires • Uses of a Foundation • Incorporation of a Foundation • Entities involved • Operating the Foundation • Minutes • What is a company? • Separate legal personality • Veil of incorporation • Limited liability • Characteristics of a Company • Members / shareholders

			<ul style="list-style-type: none"> • Directors • Secretary • Annual Returns • Types of Companies • Company incorporation • Registers • What is a share? • Share certificates • Dividends • Transferring shares • Registered Office
Company Secretarial and Administration	Foundation / Intermediate	20 July, 1.00 - 4.00pm	<ul style="list-style-type: none"> • Contents of memorandum and articles • Binding effect of the articles • Company meetings: directors and members • Running effective meetings: agendas and minutes • Practical exercise involving minutes • Statutory returns

Funds Programme

Course Title	Level	Date	Course Objectives
Introduction to Funds	Foundation	17 May, 9.00 - 12.00pm	<ul style="list-style-type: none"> • What is a fund? • Types of funds & terminology <ul style="list-style-type: none"> ◦ SPVs ◦ Private Equity ◦ Debt & Mezzanine Debt ◦ SICAR/ SIFs ◦ SCS • Operation of a fund - key parties & functions • Fund Regulation - AIFMD & the CSSF
Fund Accounting 1	Intermediate	17 May, 1.00 - 4.00pm	Accounting frameworks & the audit process <ul style="list-style-type: none"> • Accounting frameworks - LUX GAAP focus • Letter of engagement • Fieldwork • Management letter • Audit opinion/qualification • Similarities and differences between accounting frameworks - Lux GAAP, US GAAP & IFRS
Introduction to Fund Accounting	Foundation	19 May, 9.00 - 12.00pm	<ul style="list-style-type: none"> • Double entry bookkeeping • Key accounting adjustments (loans, investments, FX, amortisation, accruals and prepayments, reserves) • General ledger, trial balance, working papers, financial statements • Primary statements: Directors report, Balance Sheet, Profit and Loss, Investment schedule, Cash Flow, notes • Importance of self-review - worked example • Net Asset Value Calculation
Fund Accounting 2	Intermediate	19 May, 1.00 - 4.00pm	Net Asset Values - Key Concepts & Calculation <ul style="list-style-type: none"> • Key components of the NAV • Investment Valuation & difficult to price securities • Calculation & Presentation of Income • Umbrella Funds & Share Class Accounting • Update on key accounting differences between Lux & IFRS GAAPs
Carried Interest	Intermediate	20 May, 12.00 - 2.00pm	Aimed at providing an understanding of Carried Interest and the accounting for it. The session will be case study based using real examples. <ul style="list-style-type: none"> • Understanding Carried Interest • Mechanics of Waterfall Calculations • Carried Interest Modelling • Claw back provisions • Tax aspects & BCS • Accounting for Carried Interest • Case Study worked example - interpretation & application

First Line Manager Programme

Course Title	Date	Course Objectives
The Role of the Manager	26 April, 9.00 - 12.00pm	<ul style="list-style-type: none"> • Management is about knowing what needs to be done, then getting results through other people • This course will discuss the key characteristics, attitudes and behaviours necessary to become a successful and respected manager who acts as a powerful role model in leading their team.
Motivating and Engaging your team	2 June, 9.00 - 12.00pm	<ul style="list-style-type: none"> • Motivating people to go the extra mile, willingly, is the key to any successful people management role • During this session delegates will discuss the theories behind motivation and discover practical techniques to unlock individual motivators to greatly improve the performance, productivity and satisfaction of team members
Effective delegation	12 July, 9.00 - 12.00pm	<ul style="list-style-type: none"> • A successful manager knows that effective delegation is essential to their own productivity at the same time as developing and motivating their team to achieve their full potential. Done well it creates empowered teams, trusted to deliver beyond expectations • Learn how to identify and overcome your personal barriers to delegation then follow a simple process to master this fundamental management skill.
Creating an exceptional team	29 September, 2.00 - 5.00pm	<ul style="list-style-type: none"> • Teams form building blocks of organisations to deliver competitive advantage. However, in order to do so managers need to define a common goal, understand how people want to work together and the behaviours required to develop better team performance • This session will focus on the diverse roles required to build a successful team and how to develop the team into a harmonious unit
The emotionally intelligent manager	18 October, 9.00 - 12.00pm	<ul style="list-style-type: none"> • Emotional intelligence is the ability to recognise your emotions, understand what they're telling you, and realise how your emotions affect the people around you • Emotional intelligence also involves your perception of others. When you understand how others feel, it allows you to manage your relationships with them more effectively • This course looks at the five key components of emotional intelligence and practical applications in the workplace to enhance both your personal and interpersonal effectiveness
Dealing with difficult situations	15 November, 9.00 - 12.00pm	<ul style="list-style-type: none"> • Managers are frequently faced with difficult situations, yet a lack of knowledge and confidence required to tackle them, means they are often left to fester and escalate • This session will look at what situations are difficult, then how to discover and address the true cause in order to bring them to a successful resolution

Managing pressure in your team	2017	<ul style="list-style-type: none"> • Pressure can bring out the best in people, but stress has become the number one cause of long-term absence from work • Delegates will recognise the signs and symptoms of stress in themselves and others. They will then look at coping strategies and more proactive techniques to prevent pressure building into stress
Conducting an appraisal	2017	<ul style="list-style-type: none"> • Successful organisations require effective people, with clear objectives aligned to organisational goals. This requires effective performance management • During this course delegates will develop and practice the essential skills required to conduct a constructive appraisal in the context of performance management
Leading change successfully	2017	<ul style="list-style-type: none"> • Organisational change is important for survival and development in a changing world. If organisations are to grow and maintain their competitive advantage they must be open to change • During this session delegates will identify and understand resistance to change in order to plan and prepare action plans necessary for successfully implementing change
Coaching to develop your team	2017	<ul style="list-style-type: none"> • Coaching helps others to 'unlock' their full potential and thereby maximise their performance. A coach does not provide answers to problems, but works with their staff to facilitate and enable them to formulate their own ideas and solutions • This course will provide you with the tools and skills needed to achieve this

Tax Programme

Course Title	Level	Date	Course Objectives
Transfer Pricing	Foundation	6 December, 3.00 - 5.00pm	<ul style="list-style-type: none">• This session will introduce the concepts of international trade between connected parties, the tax disputes this can lead to and the alternative cost structures available to multinationals to mitigate the issue.
Further VAT	Intermediate	7 December, 9.00 - 11.00am	<ul style="list-style-type: none">• This course will cover more advanced VAT topics such as VAT on property including the option to tax, the capital goods scheme and imports and exports.
Residence and Domicile	Foundation / Intermediate	7 December, 11.30 - 1.30pm	<ul style="list-style-type: none">• Statutory residence test• Domicile• Implications of residence and domicile



Presenters

The programme is presented by Ciara Tait, Nina Gomes, Vicky Danks, Ian Lucas and James Hay.

Ciara Tait

Ciara joined BPP in 2009 after working at one of the 'Big Four' audit firms where she qualified as a Chartered Accountant. She is the Head of Financial Reporting in Jersey and spends time researching the latest updates to Financial Reporting standards and how these are applied in practice in financial services.

Nina Gomes

Nina has 18 years' experience in the fiduciary industry. She designs and delivers tailored courses in this area, keeping abreast of all regulatory developments. She also coaches individuals at all levels

Vicky Danks, FCA

Vicky is a Chartered Accountant with 15 years industry experience. She trained at a 'Big Four' audit firm before spending years 5 years at a global asset management firm in London. She is responsible for overseeing our fund and investment training.

Ian Lucas

Ian manages all personal development programmes. These programmes are aimed at developing the knowledge, skills and performance of managers and staff in a wide range of interpersonal skills. His management experience allows him to draw on many real life examples within his training.

James Hay

James qualified as a Chartered Accountant at one of the 'Big Four' audit firms before progressing his career with another large accountancy firm in the City. He joined BPP in 2013 as an Accounts and Tax Tutor and uses his experience as an Economic Analyst within Transfer Pricing and International Tax to great effect.

Venue

All sessions will take place at Business Office Services. See page 13 for directions.

If you require a parking space please contact Ashlie Ward Ashlie.Ward@boservices.lu

Costs

All the public sessions cost GBP150 per delegate.

For the programme to be run in-house for your employees the cost is GBP1200 per session.

For further information

If you would like to discuss any of our sessions further please contact Natalie Dimond, Managing Director on nataliedimond@bpp.com or phone +44 1534 711837.

How to book

Simply complete the booking form at the back of this brochure and forward to Maxine Preddy at BPP.

Email: maxinepreddy@bpp.com

Once bpp has received your booking we will send you confirmation along with full joining instructions.

Change of date, venue or tutor

BPP reserves the right to change course dates, venues or tutors, or cancel in exceptional circumstances. We will of course advise you of any changes as early as possible.

Terms & conditions

If you need to make amendments you can email: maxinepreddy@bpp.com. We will accept name changes at any point up to the start of the course free of charge. If it becomes necessary to cancel a course delegate the following policy will apply:

Cancellations 28 days or more in advance, no charge/full refund.

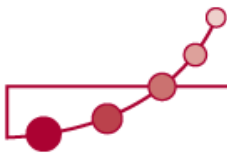
Cancellations 27 - 7 days in advance, 50% charge.

Cancellations less than 7 days in advance, no refund

Professional Development Booking Form

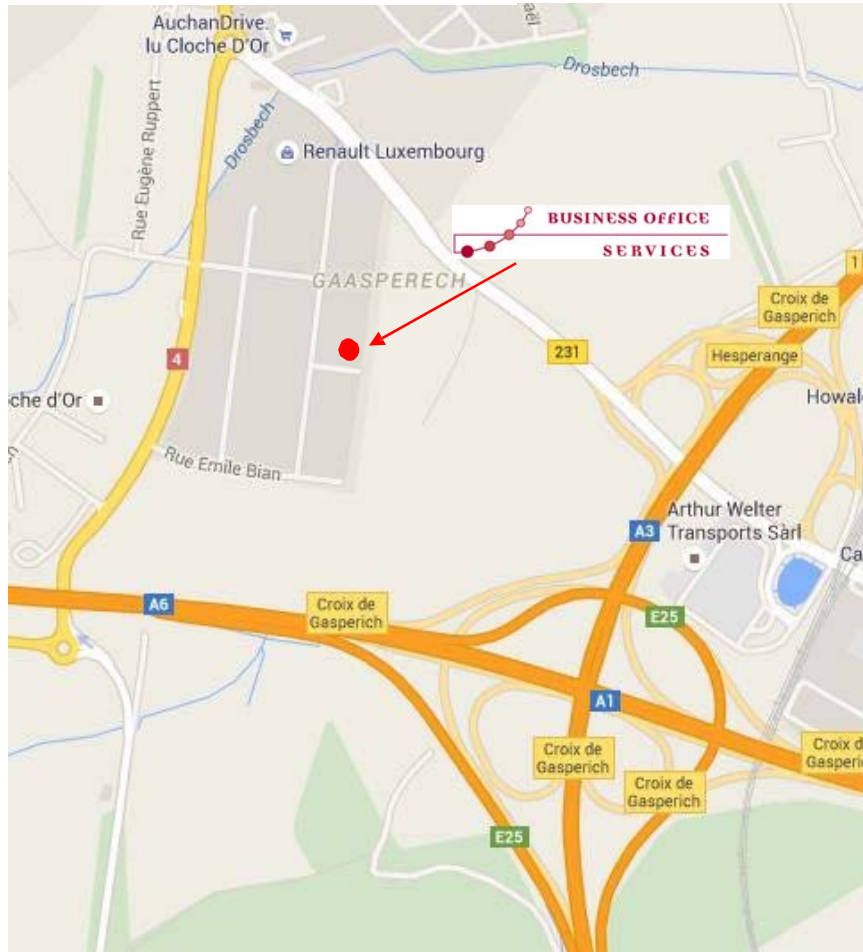
Luxembourg

Personal details		Authorisation to invoice employer	
Title	Date of Birth	Company Name	
First Name		Company Billing Address	
Last Name			
Home Address		Town/City	Zip Code
Town/City	Zip Code	Authorising Manager	
Work Email		Job Title	Tel
Work Tel		Email	
Signature*		Authorising Signature*	
*Student signature, by signing, I accept BPP's Privacy Policy (as amended from time to time) and consent to BPP providing the personal data (including sensitive personal data) to my Employer. By submitting this application form, I confirm that I agree to the terms and conditions applicable to the course(s) and study materials.		*I am authorized by the above company to authorize payment of the course and study material fees set out in this application form and, by signing this application, I confirm that the above company agrees to the terms and conditions applicable to such sponsorship and set out in the terms and conditions applicable to the course(s) and study materials	
Please circle as applicable below		PO Number	
Self-funded	Employer funded	Accounts Payable Tel	
		Accounts Payable Email	
Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on the venue's premises? Yes No (If yes, please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health & Safety Officer to complete the necessary evacuation procedure and assessments with you.)			
Course details			
Session		Date	Price
Payment details			
By cheque <input type="checkbox"/> Please enclose cheque made payable to BPP (CI) Limited			
By card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/>			
Card holder's name			
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SERVICES



From A3 – Take the exit Hesperange/Luxembourg-Gasperich

Continue on Rue Friedrich Wilhelm Raifeisen

Turn left onto rue Robert Stumper

The destination will be on the left

By bus from the train station: Take the n°21 and get off the bus at the bus stop “Stumper”

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