

**TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)****SHORT COURSES: 2020/2021**

<b>S/NO</b>	<b>COURSE TITLE</b>	<b>DURATION</b>	<b>FEES</b>	<b>VENUE</b>
1	Financial Management for Project Accountants	5 days	700,000 @	TIA venue / In house training
2	Financial Management of Donor Funded Projects	5 days	700,000 @	TIA venue / In house training
3	Budgetary and Public Expenditure Management	5 days	700,000 @	TIA venue / In house training
4	Government Treasury Management	7 days	700,000 @	TIA venue / In house training
5	Cash Management and Bank Reconciliation in the Public Sector	7 days	700,000 @	TIA venue / In house training
6	Local Government Financial Management and Administration	7 days	700,000 @	TIA venue / In house training
7	Risk Management Strategies in the Public Sector	5 days	700,000 @	TIA venue / In house training
8	Accounting and Payroll Administration	5 days	700,000 @	TIA venue / In house training
9	Review of IFRS/IPSAS: Updates and Implications	5 days	700,000 @	TIA venue / In house training
10	Strategic Financial Management	5 days	700,000 @	TIA venue / In house training
11	Performance Monitoring and Reporting	5 days	700,000 @	TIA venue / In house training
12	Structured Finance & Asset – Liability Management	5 days	700,000 @	TIA venue / In house training
13	Fraud and the Internal Audit Role	5 days	700,000 @	TIA venue / In house training
14	Working Capital Management	5 days	700,000 @	TIA venue / In house training
15	Financial Skills for the Board	5 days	700,000 @	TIA venue / In house training
16	Principles and Operations of Islamic Banking	5 days	700,000 @	TIA venue / In house training
17	Advanced Cash and Treasury Management	5 days	700,000 @	TIA venue / In house training
18	Credit Risk Management	5 days	700,000 @	TIA venue / In house training
19	Assets and Facilities Management	5 days	700,000 @	TIA venue / In house training
20	Auditing for IFMIS/IHRS System	5 days	700,000 @	TIA venue / In house training
21	Public Sector Financial Management	5 days	700,000 @	TIA venue / In house training
22	Financial Markets, Investment Analysis and Management	5 days	700,000 @	TIA venue / In house training

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23	Overview of Local Government laws no 7 & 8 ACT, 1982 RE 2000.	5 days	700,000 @	TIA venue / In house training
24	Corporate Fraud Prevention, Detection and Analysis	5 days	700,000 @	TIA venue / In house training
25	Advanced Cash Flow and Working Capital Management	5 days	700,000 @	TIA venue / In house training
26	Preparation, Analyzing, Interpreting & Reporting on Financial Statements	5 days	700,000 @	TIA venue / In house training
27	Internal Control and Enterprise Risk Management (ERM)	5 days	700,000 @	TIA venue / In house training
28	International Accounting Standards: IPSAS, IAS & IFRS	5 days	700,000 @	TIA venue / In house training
29	Report Writing for Internal Auditors	5 days	700,000 @	TIA venue / In house training
30	Finance and Accounting for Non-Financial Managers	5 days	700,000 @	TIA venue / In house training
31	Comprehensive Property and Asset Management	5 days	700,000 @	TIA venue / In house training
32	Effective Revenue Collection and Treasury Management	5 days	700,000 @	TIA venue / In house training
33	Analysis of Financial Statements and Reporting	5 days	700,000 @	TIA venue / In house training
34	The Role of Councilors in Budgeting and Management of Councils Funds	5 days	700,000 @	TIA venue / In house training
35	Councilors and the role in revenue mobilization and service delivery (three model to be discussed)	5 days	700,000 @	TIA venue / In house training
36	Remunerations and Retirement benefits for civil servants.	5 days	700,000 @	TIA venue / In house training
37	Ununuzi wa Huduma ya Uwakala wa Ukusanyaji Mapato Katika Mamlaka ya Serikali za Mitaa	5 days	700,000 @	TIA venue / In house training
38	Control and management of public money.	5 days	700,000 @	TIA venue / In house training
39	Payroll preparations and cash management for councils	5 days	700,000 @	TIA venue / In house training
40	Asset Management and Preparation of Asset Register.	5 days	700,000 @	TIA venue / In house training
41	The role and functions of Audit committee in public sector	5 days	700,000 @	TIA venue / In house training
42	Civil servants ethics and Performance	5 days	700,000 @	TIA venue / In

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	appraisal			house training
43	The role and function of the full councils, finance and administration and other standing committees in financial management.	5 days	700,000 @	TIA venue / In house training
44	Procurement and contract Management in the LGA's	5 days	700,000 @	TIA venue / In house training
45	The overview of internal audit, & other oversight institutions in public sector	5 days	700,000 @	TIA venue / In house training
46	Ethical and Integrity Issues to the councilors	5 days	700,000 @	TIA venue / In house training
47	Planning and Budgeting under MTEF	5 days	700,000 @	TIA venue / In house training
48	Public Procurement in Tanzania	5 days	700,000 @	TIA venue / In house training
49	Ethical and Integrity Issues in Procurement	5 days	700,000 @	TIA venue / In house training
50	Public Procurement Act, 2011 amended 2016 and its 2013 Regulations	5 days	700,000 @	TIA venue / In house training
51	Regulatory Framework of Procurement in Tanzania	5 days	700,000 @	TIA venue / In house training
52	Designing and managing Procurement Under Public Private Partnership (PPP)	5 days	700,000 @	TIA venue / In house training
53	Contract Administration and Management for Local Government Authorities	5 days	700,000 @	TIA venue / In house training
54	Roles of Councilors in procurement and Contract Management	5 days	700,000 @	TIA venue / In house training
55	Procurement Audit Skills for Internal Auditors	5 days	700,000 @	TIA venue / In house training
56	Mwongozo wa Ununuzi wa Huduma ya Uwakala wa Ukusanyaji Mapato Katika Mamlaka ya Serikali za Mitaa	5 days	700,000 @	TIA venue / In house training
57	Effective secretarial duties and customer care	7 days	700,000 @	TIA venue / In house training
58	Overview of Public Procurement Act and its Regulations	5 days	700,000 @	TIA venue / In house training
59	Mbinu za kuboresha taratibu za utunzaji wa mafaili na nyaraka	7 days	700,000 @	TIA venue / In house training
58	Procurement Planning for Local Government Authorities	5 days	700,000 @	TIA venue / In house training

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59	Procurement Record Management and Reporting for Local Government Authorities	5 days	700,000 @	TIA venue / In house training
60	Plant and motor Vehicle Management	5 days	700,000 @	TIA venue / In house training
61	Management of log book and its reconciliation	5 days	700,000 @	TIA venue / In house training
62	Contract Closure, Review and valuation of Performance	5 days	700,000 @	TIA venue / In house training
63	Public Sector Audit and Financial Accountability	7 days	700,000 @	TIA venue / In house training
64	Effective secretarial duties and customer care	7 days	700,000 @	TIA venue / In house training
65	Huduma za ofisi na mawasiliano	7 days	700,000 @	TIA venue / In house training

Target Participants include the following:

- Members of Full Council;
- Members of Finance and Planning committee
- Accountant for MDA's, LGA & RS
- Members of the Council Management Team;
- Members of Tender Board;
- Members of User Departments;
- Procurement and Supplies Officers;
- Legal Officers; and
- Pre audit unit
- Planning & Budgeting officers
- Accountants and Internal Auditors.
- Revenue collectors and head of departments
- Commercial managers
- Pump operators
- Drivers
- Personal secretaries
- Ward executive officers
- Office Supervisors,
- Registry Assistants and
- Registry clerks and
- Office Attendants (Wahudumu wa ofisi)