

ACI OPERATIONS

Dates: May 2 - 3, 2012

Venue: Dubai - UAE

Training Director: Andre Kurten

Presented by: Advanced Studies and Training Centre

A well-trained and efficiently organised Treasury Operations Department is essential to complete every transaction. The Operations Department provides a vital service to the Front-Office by ensuring that all funds flow in a timely and correct manner and that all the necessary documentation is completed.

Taking into consideration the wider job function of the Operations Staff, this examination has been designed to provide a benchmark for competency in all aspects of the operations and settlement processes. It aims to test candidates' knowledge of the underlying instruments involved in the international financial markets, the processes for efficient settlements and related basic financial calculations. Candidates should also be able to demonstrate appreciation of the scope, importance and the role of the Operations Department, particularly in ensuring an autonomous service to the Front-Office.

In particular, this programme is designed for:

- Recent entrants to the Operations Department (Back-Office);
- Other trading room support areas;
- Internal and external auditors;
- Compliance and risk officers;
- Product Control;
- Vendors.

In addition to the topics outlined below, candidates will be expected to be up-to-date with the latest developments that affect the Operations Department.

TRAINING CONTENT

Overall financial market and front to end treasury view	To describe the roles of each participant within the financial market and to provide an understanding of how Treasury Trading and Sales, Middle-Office and Operations have to be structured in the risk management context. To give an understanding of how the whole transaction process management can be optimised as well as to explain the importance of providing a quality, customer-orientated service to both internal and external clients.
Deal capture, trade entry and confirmations	To explain the payment and confirmation process that follows deal capture and trade entry; list the problems that can arise if mistakes are made; describe how different clearing and payment systems can impact on risk; show an understanding of the correct source of trade information.
Settlement, netting and clearing	To explain the importance of the different settlement and payment systems as well as the use and handling of the correspondent network and accounts.
Reconciliations and investigations	To explain the methodology used to match at least two different records, using the same information to identify and investigate differences and taking corrective action when necessary. To explain the way how to proceed to settle outstanding items.
Treasury systems and data management	To explain the essentials of a treasury system, the data management for treasury operations as well as the basic accounting of treasury operations.
Risk management, controls, compliance, documentation	To explain the importance of having strict procedures and controls in place to ensure that no unauthorised or incorrect payments are made and to protect the business from related risks. To describe the purpose of documentation in settling financial transactions.
Foreign exchange	To describe the characteristics of foreign exchange instruments and specific responsibilities and settlement processes associated with them.
Money Market	To explain the characteristics of the major money market instruments, specific responsibilities and settlement processes associated.
Derivatives	To explain the specific features of exchange-traded and Over The Counter (OTC) derivative markets as well as the characteristics of optional and non-optional derivatives, including the specific responsibilities and processes associated with them.
Short-term bonds and notes	To explain the characteristics of short-term debt instruments, notes and bonds as well as the specific responsibilities and processes associated with them.



TRAINING EXPERT

Andre Kurten



Andre holds Bcom degree from UNISA and is a CAIB (SA) with the Institute of Bankers in SA. He has represented the Association of African Institute of Bankers as a subject matter expert in Financial Markets.

Andre is a Fellow of The Institute of Financial Markets and served as a Governor on the board for 9 years. He has extensive knowledge of banking, treasury and finance products. He is currently involved in managing his own consultancy that offers financial market and finance related training throughout Africa Middle East, and Asia.

Andre worked in the treasury at Nedcor for 9 years, where he traded money and bond markets. While at Nedcor, he was instrumental in establishing the interest rate derivative trading desk. Andre worked at two major interdealer brokers as a Director responsible for Interest rate derivative broking.

Andre worked at ABSA as Head of their agricultural derivatives trading desk in 1994. During his time at ABSA, Andre sat on the executive committee of the SA futures Exchange Agricultural Markets Division.

Andre worked for the SA Futures Exchange for a year as Assistant General Manager responsible for interest rate product development.

Andre is the lead facilitator for the South African Banking Treasury Operations Forum-SABTOF for their financial product training programs.

The ACI Financial Markets Association recognizes Andre as a training provider for both the ACI Dealing and Operations Certificate programs and his students have achieved excellent results in these examinations.

Andre is extensively traveled and has facilitated workshops and training interventions for many of the large multinational financial institutions from introductory to advanced level in Singapore, Hong Kong, Dubai, Malaysia, China, Uganda, Malawi, Zimbabwe, Zambia, Namibia, Kenya, Nigeria, Ghana, and South Africa. He consults to a number of companies on treasury product implementation and hedging.

Andre authored a book titled "Introduction to Derivatives – A South African Perspective". The book was prescribed by UNISA for 3rd year B.com students from 2002 to 2005.

Registration and Further Information

COURSE FEES

ACI OPERATIONS

- USD 1750 per delegate

Fees include all the tuition, full course documentation, lunches and refreshments for the duration of the program.

Incidental expenses: ASTC is NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.

Please note that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.

An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start

SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register up to 30 days prior to event and save up to USD 250
- Additional 10% Discount for three or more registrations from same organization / institution

CANCELLATION POLICY

A full refund less on administration fee of USD 100 will be given for cancellation requests received up to 30 working days prior the event. Cancellations must be made in writing (letter or fax) and reach this office before the 30 working day deadline.

Delegates who cancel less than 30 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

HOTEL BOOKING

If you require assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: +971-4-2211141, Fax +971-4-2211848

Or email us on: info@astcdubai.com

REGISTRATION

ACI Operations - Dubai, UAE

- May 2 - 3, 2012

In order to guarantee a place on the course, delegates are kindly requested to register atleast 4 weeks in advance

- I would like information on holding this programme in-house

PERSONAL DETAILS

Please print clearly or attach business card

Title (Mr./ Mrs./ Ms.) _____

Family Name: _____

First Name: _____

Position: _____

Department: _____

Company: _____

Address: _____

Postcode: _____ Country: _____

Email: _____

Telephone: _____

Fax: _____

I understand and accept the booking terms and conditions

Signature: _____ Date: _____

METHOD OF PAYMENT

- 1. Please find enclosed a cheque for USD _____ made payable to Advanced Studies and Training Centre
- 2. Transfer: Commercial Bank of Dubai
Branch: Mankhool Street
Account Number: 1000125334
Routing Number: 502320103
Swift Code: CBD - UAE . AD
- 3. Please invoice my institution.
An invoice will be sent up on receipt of registration form. Payment must be received prior to the course start. Please fill in sponsor details below.

SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for his/her fee and release him/her from all company responsibilities for the period of the program (Please print clearly)

Name: _____

Position: _____

Signature: _____ Date: _____