



# Fundamental Banking Operations Concepts

**Development for Finance Professionals™**

*A Blended-Learning Program from ACF Consultants*



## Welcome to ACF Academy's Open Enrollment Programs

ACF Consultants have a solid reputation for delivering innovative, top-quality training for some of the largest and most demanding financial institutions in the world. ACF Consultants are global leaders in the creation of cutting-edge financial simulations and interactive eLearning for the global financial markets.

**We are the first premier financial training company to offer open seminars using our uniquely blended learning techniques.**

Blended learning is a fundamental principle of the ACF approach to training. Our seminars offer a fully integrated, multi-faceted learning experience which ensures that knowledge is applied in practice and retained effectively. We limit the numbers attending each program to maximise the benefit for each delegate. Passive learning is kept to a minimum, and the emphasis is on delegates achieving a true understanding of the key concepts, and how they are applied in the real world.



### Blended Learning

Blended learning is at the heart of our training philosophy. A dynamic blend of highly interactive **eLearning** using **Acumen**, top quality **instructor-led training**, and realistic and exciting **simulations** creates the most effective and motivating training methodology available anywhere.

Firm foundations are laid with highly interactive eLearning and dynamic instructor-led training. Hands-on workshops and simulation are then used throughout the programs allowing delegates to put theory into immediate and realistic practice.



### Instructor Led Training

Our instructor-led training is of the highest quality, and we invest heavily in research and development. Our professional written materials complement trainers with first-rate communications skills, an excellent academic background and sound markets knowledge.

Our expert instructors are skilled in the art of transferring knowledge, and we make use of a variety of creative training techniques to maintain energy and focus.

**We are committed to achieving exceptional results.**



## Fundamental Banking Operations Concepts

The principal objectives of this two-day seminar, viewed from an operations perspective, are to:







- Provide a solid foundation of understanding the primary investment banking activities
- Highlight banking principles applicable across all operations areas within investment banks
- Compare similarities and differences in the operational processing of various financial products
- Identify common and specific risks in processing various financial products
- Examine the costs of errors, and how trading & operational errors arise
- Emphasise the importance of client service & where client service opportunities arise within an operations environment
- Discuss commonly used controls designed to mitigate the various risks



## Course Outline

### Day One

#### Fundamental Banking Principles

- Bank accounts: types of bank account and their characteristics
-  Bank interest calculations, day count and divisor conventions
-  Unsecured and secured cash borrowing/lending
  - Characteristics
  - Risks
  - Similarities and differences
- Concepts of collateral:
  - Purpose
  - Types
  - Movement
  - Ownership
  - Treatment of changes in value
  - Margin calls
-  ISO currency codes: commonality of use
-  Cash management overseas:
  - Cash correspondents
  - Deadlines
  - Time-zone differences
- Standing settlement instructions:
  - Purpose
  - Importance
  - Origin
  - Storage
- Settlement instructions:
  - Purpose
  - Content
  - Transmission methods
  - Security
  - Deadlines
- SWIFT:
  - Participation
  - Message security & format
  - Instrument coverage
-  Basic bookkeeping principles:
  - Importance of accurate books & records
  - Double-entry bookkeeping
- Late cash payment/receipt:
  - Impact
  - Causes
  - Rectifying measures
-  Interest claims: valid & invalid claim situations

NB All practical sessions are highlighted like this:

 means a Workshop or Simulation

 means a Case study

### Day Two

#### Financial Products Processing

In each case below, we explain the client's objective, the essential nature of the product (to address the client's need), and the processing lifecycle, utilizing the principles described above.

-  Cash Pooling
- Corporate Lending
- Trade Finance
-  Payments
-  Foreign Exchange
- Corporate Finance (Equity Syndication)
-  Securities
- Derivatives
- Money Markets
- Asset Management

#### Fundamental Risks & Controls

- Market-Wide Risks, including:
  - Credit risk
  - Settlement risk
  - Reputational risk
- Market-Wide Controls, including:
  - Delivery versus Payment (DvP)
  - Payment versus Payment (PvP)
  - Credit risk assessment
  - Settlement netting
- Internal Risks, including:
  - Traders having access to operations system
  - Input of incorrect interest rates
  - Delayed capture of new security details
-  Internal Controls, including:
  - Segregation of duties
  - Verification
  - Reconciliation

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www.ACFacademy.com

## Registration Form

Fax to: +44 (20) 7726 0629 or +1 (212) 422 4640

### Contact Information:

eMail: [ACFacademy@acfconsultants.com](mailto:ACFacademy@acfconsultants.com)  
Tel: +44 (20) 7710 0070 +1 (212) 422-4320  
Fax: +44 (20) 7726 0629 +1 (212) 422-4640

If you are interested in any financial training seminars, please visit our website(s) at:

[www.acfacademy.com](http://www.acfacademy.com)  
[www.acfconsultants.com](http://www.acfconsultants.com)

**Accreditation:** ACF Consultants Ltd is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

State Boards of Accountancy have final authority on the acceptance of individual courses for CPE Credit.

Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: [www.nasba.org](http://www.nasba.org).

**Fees:** The fee for each seminar is per participant, inclusive of refreshments, lunches and seminar materials.

Course fees do not include applicable tax, transportation, or hotel accommodation, unless otherwise indicated.

Preferential rates may be available; please mention our seminar when booking with the hotel.

Payment must be received in full at least 30 days prior to the start of the seminar.

### Special prices

(participants are only eligible for one of the following):

- 5% reduction when an individual registers 60 days or more prior to the commencement of a seminar
- 10% reduction when 2 or more individuals from an organization register for the same seminar
- 10% reduction when an individual registers for more than one seminar at a time

### Cancellation Policy:

Cancellations may be made up to 30 days in advance of the seminar, after which date refunds cannot be given.

Notification must be received in writing by letter, fax, or email. In the event of a participant not being able to attend, a substitution may be made at no extra cost. We reserve the right to amend the prices, or cancel a seminar at any time.

**Refund Policy:** For further information on our refund and complaint policy, please contact us.

### I WISH TO ATTEND THE FOLLOWING PROGRAM

- London       Chicago  
 New York     Toronto

Dates: \_\_\_\_\_

*Course Schedule - Classes run from 9am - 5pm. Lunch, and morning and afternoon refreshments are provided daily. Venue details will be provided on receipt of registration form.*

### HOW DID YOUR HEAR ABOUT THE PROGRAM?

- Colleague       Client's Company     Email       Google  
 ACF's Event     ACF's Rep       ACFacademy.com  
 NASBA       Advertising       Financial Times

### DELEGATE DETAILS

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/County: \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### ADDITIONAL DELEGATE DETAILS

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/County: \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_

### PAYMENT DETAILS

Payment Method:  VISA     Master Card     Invoice me at the address listed above

Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_  
CVC: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(signature required)

