

CPM21: COFA Refresher & Update Course 2017

25th October 2017

2:00 – 4:00 PM

2 CPC = to 2 Hours CPD

Newport

£150.00 + VAT



What will the course cover?

- Practical example of the COFA's monthly file reviews
- Trivial v Non-Trivial Breaches
- Assessing Risk
- COFA's Role in relation to Financial Stability
- Cashflow Forecasting for a Law Firm
- Understanding the figures in a set of Law Practice Accounts
- Benchmarking your Performance

Who should attend?

- COFA
- Duty COFA
- Directors
- Finance Managers
- Senior Managers

Want to know more or book?

Complete the booking form overleaf and return it to us with your cheque.

E: book@cpm21.co.uk

Or visit

www.cpm21.co.uk

for more information or to book

using

PayPal/Credit Card

Course Tutor



Ataf Salim, Business Services Senior Manager, Kilsby & Williams LLP. Ataf achieved his Accountancy degree whilst attending Cardiff University and is a qualified Member of the Institute of Chartered Accountants.

He joined UHY Hacker Young Chartered Accountants in 2003 in a graduate position as a Student Chartered Accountant of the ICAEW, progression to Audit Senior in their Audit and Accounts Department.

Producing accounts for Sole Traders, Partnerships and Limited Companies plus control of audits from planning through to completion, including the audit of Local Councils on behalf of Audit Commission.

In 2006 Ataf joined Kilsby & Williams and now has a portfolio of client in Business Services varying from accounts to full company audits in a wide variety of Business Sector.

Ataf was promoted to Senior Manager in January 2013 responsible for clients of varying sizes whose turnover ranges from £100k to in excess of £10m

Please Reserve

Place(s) on the above course

Course Code: CPM21/25/10/17/1

On: 25th October 2017

Location: Newport

CPD Course Booking Terms & Conditions

1. Course fees must be paid on or before the date of the course. If you fail to attend after booking the course then you remain liable for the fee subject to clause 7 below
2. Confirmation of booking and details of venue will be sent by e-mail only to the e-mail address provided.
3. A receipted VAT invoice will normally be issued to the delegate/organisation within 14 days of the conclusion of the course.
4. Course documentation will be distributed at the event.
5. Prices may be subject to change and may vary depending on locations of the course (to allow for varying venue costs etc.)
6. We are SRA approved external CPD course provider and provide CPD hours for those subject to that scheme. It is a condition of the allocation of hours that you attend for the duration of the course and personally complete and sign the CPD register to confirm that you have done so. The relevant CPD reference will be provided by the tutor on the day and will be shown on the CPD register. You should make a note of this and the hours awarded for your own CPD records.
7. We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
8. You may cancel/postpone your attendance up to 14 days before the event, provided you e-mail such confirmations to support@cpm21.co.uk. We cannot accept telephone, letter or faxed cancellations.
9. You may send a substitute delegate without notifying us in advance but the change must be made clear on the signed CPD register.
10. Data Protection – we may periodically contact you with updates. Information and details of courses and services. If you do not wish to receive such updates or information then please e-mail support@cpm21.co.uk
11. The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situations or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.

Business Name: _____

Post Code: _____

Contact Name: _____

Contact E-Mail: _____

Contact Telephone: _____

Special Requirements: _____

Course Cost **£150.00 Plus VAT**

Delegates:

1 _____

2 _____

3 _____

4 _____

5 _____

Cheques should be made payable to **CPM21 Ltd**, and sent with this booking form to (our registered Office:

CPM21
Ty Menter (Venture House)
Navigation Park
Abercynon
CF45 4SN

T: **01443 742895**

E: book@cpm21.co.uk

www.cpm21.co.uk



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Registered office: cpm21 Ltd Venture House, Navigation Park, Abercynon CF45 4SN

Registered Company Number: 7988356 (England and Wales)