MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 04-Nov-2026

Course Profile Document

AI for NGO, Government and Business

AI-Powered Financial Accounting and Reporting with Excel Integration

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

This customised Magna Skills programme equips finance, accounting, reconciliation and reporting professionals to use Microsoft Excel and approved AI tools to produce accurate, timely financial reports that can be traced back to source records.

Participants will work through a simulated month-end close, using Excel to clean and combine financial data, reconcile transactions, investigate discrepancies and prepare supporting schedules and dashboards. They will also practise using AI to draft and explain formulas, summarise verified findings and write financial commentary for review.

The programme is suitable for professionals in public institutions, private organisations and development agencies. Selected exercises draw on Revenue Authority operations, including the reconciliation of collections, refunds and suspense balances.

Course Outcomes

- Prepare and validate financial data from transaction systems, bank statements and accounting records.
- Build Excel workbooks for reconciliation, month-end close and financial reporting.
- Investigate unmatched transactions, duplicate entries, reversals and outstanding balances.
- Use approved AI tools to support financial analysis and reporting while protecting confidential information and verifying outputs.
- Produce a management reporting pack that links figures to supporting records and identifies actions requiring follow-up.

Course Outline / Curriculum

. Financial Accounting and Reporting Foundations

- Trace transactions from source documents and operational systems to the general ledger and financial reports.
- Review how income, expenditure, assets and liabilities are classified under the organisation’s applicable accounting framework.

2. Excel for Financial Data Preparation

- Use Excel tables and Power Query to import, clean and combine data from multiple sources.
- Standardise dates, account codes and transaction references, and validate record counts and totals against source files.

3. Bank, Transaction and Ledger Reconciliation

- Use XLOOKUP, SUMIFS and COUNTIFS to match transactions across bank statements, collection reports and ledger extracts.
- Investigate timing differences, split deposits, missing postings, reversals and duplicates, and document how each item was resolved.

4. Month-End Close and Financial Controls

- Prepare a close checklist covering cut-off, accruals, approved adjustments and account reviews.
- Build an Excel schedule to track suspense balances, outstanding items, responsible officers and review deadlines.

5. AI-Assisted Accounting and Excel Workflows

- Use approved AI tools to draft or explain formulas, suggest validation checks and summarise verified findings.
- Test generated formulas against known examples and verify AI-generated conclusions against workbook totals and source records.

6. Financial Statements and Supporting Schedules

- Map trial balance accounts to reporting lines and prepare schedules suited to the organisation’s reporting requirements.
- Add checks that tie schedules to the trial balance and allow reviewers to trace reported figures back to their source.

7. Budget Variance Analysis and Financial Commentary

- Compare actual income and expenditure against budgets or targets and investigate significant variances.
- Use AI to draft commentary based on verified figures and documented explanations.

8. Excel Dashboards and Management Reporting

- Build dashboards using PivotTables and charts to track financial performance, reconciliation exceptions and close progress.
- Prepare a concise reporting pack showing which issues need attention, who owns each action and when it is due.

9. Responsible AI Use and Audit Readiness

Use simulated or anonymised data in AI exercises and apply organisational rules on access, data sharing and approved tools.

- Retain source files, reconciliation evidence, review notes and approvals so another officer can reproduce the reported figures.

10. Integrated Financial Accounting and Reporting Case Study

- Reconcile a simulated month of transactions, investigate unmatched items and prepare a close workbook with supporting schedules.
- Present an Excel dashboard and a short management brief explaining key variances, unresolved items and recommended actions.

Target Audience

Target Audience

Banking professionals, credit officers, risk managers, compliance officers, auditors, financial services regulators, finance managers, digital banking teams, customer service teams, internal control officers, insurance professionals and financial technology teams.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	AI-Powered Financial Accounting and Reporting with Excel Integration
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____