

# ACI OPERATION TRAINING

**24**  
Hours

**3-days**  
Duration







**14-16 Nov, 2017**  
Dates

**Dubai**  
Venue

US\$ 2,200 per delegate  
 US\$ 2,550 per delegate inclusive exam  
Fee's

## Is it right for me?

The course is suitable 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.



## COURSE OVERVIEW

### ACI Operations Certificate 3-day Program Schedule

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

## ASTC Training Partners & Members



# Course Content

The Training Programme will Cover In Depth the Following Subjects:

## DAY 1

### Overall Financial Market and Front to End Treasury View

- ▶ Role of dealers
- ▶ Role of operations for both back office and middle office
- ▶ Generic transaction workflow and straight-through processing
- ▶ Capital adequacy

### Deal Capture, Trade Entry and Confirmations

- ▶ Input of deals
- ▶ Deal confirmation and matching
- ▶ SWIFT overview and message types

### Foreign Exchange

- ▶ Foreign exchange market jargon and instrument characteristics
- ▶ Spot and forward exchange settlement calculations

### Money market

- ▶ Money market instruments jargon and characteristics
- ▶ Money market settlement calculations

## DAY 2

### Settlement, Netting, and Clearing

- ▶ Settlement systems for currency
- ▶ Settlement systems for money market and bonds
- ▶ National and international clearing systems
- ▶ Bilateral and multilateral netting
- ▶ Continuous Linked Settlement - CLS

### Derivatives

- ▶ FRAs, Swaps, futures, and options jargon and instrument characteristics
- ▶ Settlement calculations for FRAs, Swaps, futures and options

### Short-term Bonds and Notes

- ▶ Short-term notes and bonds Jargon and characteristics
- ▶ Repurchase agreements
- ▶ Settlement processes and calculations for bonds using Clearstream and Euroclear

## DAY 3

### Reconciliations and Investigations

- ▶ Correspondent banking accounts – Nostro and Vostro accounts
- ▶ Position keeping
- ▶ Ledger account and Nostro Statement account problem resolution

### Treasury Systems and Data Management

- ▶ International best practice for Treasury accounting
- ▶ Static data
- ▶ Key customer relationships

### Risk Management, Controls, Compliance and Documentation

- ▶ Key treasury risks and risk mitigation
- ▶ Third party payments
- ▶ Standardized market documentation for OTC products

### Best Practice Operations

- ▶ Understand efficiency and accuracy as the two most important aspects of the operational process.
- ▶ Apprehend and explain the confirmation process.
- ▶ Define and describe the features of settlement, netting and standard settlement instructions (SSIs).



**ANDRE KURTEN**

**COURSE DIRECTOR**

ANDRÉ 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 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.

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

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

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

André 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 André as a training provider for both the ACI Dealing and Operations Certificate programs 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 title "Introduction to Derivatives – A South Africa Perspective". The book was prescribed by UNISA for 3<sup>rd</sup> year B. com students from 2002 to 2005.

### Methodology & Resources

- ✓ Real life Case Studies
- ✓ Hand Outs & Slides
- ✓ Role plays & Gamification
- ✓ Gap filling exercises

### Our Success Partners :



# Registration and Further Information

(Please complete this form and send us back via fax or email)



## PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

2) **Name** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

3) **Name:** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Department: \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax : \_\_\_\_\_

Nature of Business \_\_\_\_\_

Company Size:  1-9  10-24  25-49  50-99

100-249  250-499  500-999  1000+

## SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)

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

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REGISTRATION COURSE FEES

### ACI Operation Training

- US\$ 2,200 per delegate
- US\$ 2,550 per delegate inclusive Exam

## 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 required 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](mailto:info@astcdubai.com)

## TRAINING COURSE

### ACI Operation Training

Nov 14 - 16, 2017

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

## METHOD OF PAYMENT

- 1. Please find enclosed a cheque for US\$ \_\_\_\_\_ 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 to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

## CREDIT CARD:

Please Charge my : (Card Type)

Master Card  Visa Card

Card Holder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Code No. \_\_\_\_\_

Amount to be Charge \_\_\_\_\_

Tel. \_\_\_\_\_ Mob. \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register one month in advance and received up 10% discount.
  - Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- FREE Attendance for 5<sup>th</sup> delegate's from the same organization

## TRAINING REGISTRATION DETAILS

### TERM & CONDITIONS:

1. Fees Include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
2. Incidental expenses: ASTC in NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
3. 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.
4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
5. **CANCELLATION POLICY**
  - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior to the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
  - b) Delegates who cancel than 45 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.

I understand and accept the booking Term & Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 5 EASY WAYS TO REGISTER AND OBTAIN FURTHER INFORMATION

1 – Te : +971 4 221 1141

2 – Fax : +971 4 221 1848

3 – P. O Box : 6878, Dubai, UAE

4 – Website : [www.astcdubai.com](http://www.astcdubai.com)

5 – Email : [info@astcdubai.com](mailto:info@astcdubai.com)