Trade Union Accounting and Reporting Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Trade Union Accounting and Reporting Training Course is designed to empower trade union leaders and financial officers with the critical competencies required to navigate the complexities of modern industrial relations and financial accountability. As global economic landscapes shift, trade unions face increasing pressure to adopt International Financial Reporting Standards and enhance Financial Reporting Quality to maintain stakeholder trust. This course bridges the gap between traditional bookkeeping and strategic financial management, ensuring that union resources are optimized for collective bargaining and membership services.

By integrating digital transformation in accounting with transparency-driven reporting, the curriculum addresses the unique fiscal challenges of the 2026 labor market. Participants will master the art of fiscal stewardship, learning to utilize financial analytics to advocate for worker rights and organizational sustainability. Through a blend of theoretical frameworks and hands-on applications, this course serves as a vital tool for the revitalization of trade union movements, fostering a culture of integrity, accountability, and strategic financial planning.

Programme Curriculum

Trade Union Accounting and Reporting Training Course

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Course Objectives

1. Implement IFRS-compliant accounting frameworks to ensure global comparability and transparency
2. Improve the accuracy, timeliness, and understandability of financial disclosures to union members
3. Master the tracking and allocation of membership dues to maintain robust strike funds and operational reserves
4. Adopt automated cloud-based accounting software to streamline real-time reporting and reduce manual errors.
5. Develop rigorous internal auditing systems to prevent fraud and ensure the efficient use of union assets
6. Create and monitor zero-based budgets that align with strategic collective bargaining goals.
7. Ensure adherence to evolving statutory regulations and tax obligations specific to non-profit labor organizations.
8. Understand the impact of global fiscal monitor trends on labor market stability and union funding
9. Utilize financial data analytics to prioritize "special services" such as legal advice, education, and funeral benefits
10. Comply with labor laws regarding the public disclosure of financial statements and stewardship reports
11. Cultivate the skills needed to present financial data to parliamentary committees or international labor bodies.
12. Identify and manage risks associated with precarious employment trends and their effect on union density
13. Use financial transparency as a tool for codetermination and worker-centered decision-making

Target Audience

1. Union Treasurers and Finance Officers
2. General Secretaries
3. Internal Auditors
4. Shop Stewards and Branch Leaders.
5. Trustees of Union Pension/Benefit Funds
6. Human Resource Managers
7. Labor Relations Consultants
8. Youth and Recruitment Officers

Course Modules

Module 1: Foundational Union Accounting

- Principles of Double-Entry Bookkeeping for labor organizations.

- Distinction between Cash Basis and Accrual Basis accounting
- Recording membership dues and subscription income.
- Management of petty cash and operational vouchers.
- Case Study: Recovering lost revenue through rigorous dues reconciliation.

Module 2: IFRS and Reporting Standards

- Overview of IFRS Adoption in the non-profit sector
- Structure of Financial Statements: Balance Sheets and Income Statements.
- Enhancing Understandability for non-financial union members.
- Disclosure of related-party transactions and salaries.
- Case Study: Transitioning a regional union to IFRS-compliant reporting.

Module 3: Strategic Budgeting and Control

- Designing Strategic Budgets for collective bargaining cycles.
- Techniques for Variance Analysis and cost control.
- Capital expenditure for union infrastructure.
- Allocation of funds for Strike Action and legal defense
- Case Study: Successfully managing a multi-year union expansion budget.

Module 4: Internal Auditing and Risk Management

- Building a robust Internal Control System
- Detecting and preventing financial irregularities and fraud.
- Risk assessment of union investments and property.
- Compliance with anti-money laundering regulations.
- Case Study: Role of internal audit in uncovering financial leakage.

Module 5: Digital Transformation and FinTech

- Implementing Cloud Accounting for real-time accessibility.
- Automated Dues Collection systems through mobile banking.
- Data security and privacy of member financial records.
- Using Dashboard Analytics for executive decision support.
- Case Study: Digitizing financial records in a developing-economy union.

Module 6: Financial Advocacy in Bargaining

- Analyzing Corporate Financial Statements to prepare for negotiations.
- Interpreting Inflation and CPI Data for wage demands.
- Costing the impact of fringe benefits and pensions.
- Presenting financial arguments to industrial tribunals.
- Case Study: Using employer financial data to win a 15% wage increase.

Module 7: Stewardship and Governance

- The role of Trustees in financial oversight.
- Preparing Stewardship Reports for Annual General Meetings
- Legal requirements for Public Sector accounting and finance
- Ethical considerations in union investment portfolios.
- Case Study: Rebuilding member trust through radical transparency.

Module 8: Managing Special Services and Funds

- Accounting for Pension and Provident Funds.
- Financial management of Mutual Aid and funeral benefit schemes
- Managing international donor grants and project funding.
- Fiscal strategies for organizing Precarious and Young Workers
- Case Study: Sustainability modeling for a union-run health clinic.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com