

Bank Reconciliation Fundamentals & Controls Training Course

OGI-1131 · 5 days · 15 CPD hours · English

Overview

The Bank Reconciliation Fundamentals & Controls Training Course from [Institute For Oil & Gas Training](#) develops practical Bank Reconciliation capabilities for treasury, finance, accounting and cash management teams operating across the oil and gas sector. Bank Reconciliation provides a critical control over cash records by comparing internal accounting records with external bank statements and identifying differences that require investigation, correction, documentation and approval.

Oil and gas organisations manage complex cash flows across operating companies, joint ventures, project accounts, production revenues, supplier payments, payroll accounts, tax payments, financing arrangements and international banking relationships. High transaction volumes, multiple currencies, numerous bank accounts and frequent movements between corporate and operational entities increase the importance of disciplined reconciliation processes. Accurate bank statement matching provides management with reliable visibility over cash positions while strengthening financial control.

This course addresses the practical skills required to perform effective reconciliations and establish consistent controls around cash and banking activities. Participants examine how to identify outstanding cheques, deposits in transit, unidentified receipts, bank charges, direct debits, standing orders, interest entries, foreign exchange differences, duplicated transactions and posting errors. The course also focuses on reconciling items ageing so that unresolved differences do not remain indefinitely within financial records.

A strong reconciliation process is more than a comparison of two balances. It establishes a controlled process for identifying differences, determining their cause, recording appropriate adjustments, escalating unresolved items and retaining evidence of review. Participants learn how clearing accounts support controlled transaction processing and how poorly managed clearing accounts can conceal unresolved cash differences.

The course examines the relationship between transaction processing, general ledger accounting, treasury operations and bank account administration. It explains how a timely reconciliation policy establishes clear expectations for preparation frequency, review, escalation and resolution. Participants also examine preparer and reviewer segregation to ensure that reconciliation preparation and independent review are appropriately separated.

Control discipline is particularly important where organisations operate through multiple legal entities, regional offices, production locations and project structures. A consistent reconciliation methodology enables finance teams to identify unusual transactions and investigate differences before they become longstanding accounting issues. The course therefore combines reconciliation technique with practical internal control principles.

Institute For Oil & Gas Training delivers the programme with an industry-focused approach designed around realistic treasury and accounting situations. Participants work with reconciliation scenarios involving high transaction volumes, multiple reconciling items, unidentified receipts and aged outstanding transactions. The emphasis remains on

practical application, documentation quality, control ownership and management visibility.

The programme also addresses reconciliation sign-off evidence. Participants learn what supporting documentation should demonstrate that a reconciliation was prepared, reviewed, investigated and approved. This strengthens the audit trail and supports effective financial governance.

The course is suitable for organisations seeking greater consistency in cash control, better visibility over unresolved reconciling items and stronger accountability across treasury and finance processes. It supports professionals who need to understand both the mechanics of Bank Reconciliation and the control environment surrounding cash and banking activities.

Objectives

- Explain the purpose, structure and control importance of Bank Reconciliation within oil and gas organisations
- Perform systematic bank statement matching against accounting and general ledger records
- Identify outstanding cheques and determine appropriate follow-up actions
- Identify deposits in transit and distinguish timing differences from accounting errors
- Investigate unidentified receipts and establish appropriate resolution procedures
- Analyse reconciling items ageing and prioritise aged differences for investigation
- Apply appropriate procedures for bank charges, interest, direct debits and other bank-originated transactions
- Understand the controlled use of clearing accounts within cash and banking processes
- Establish principles for a timely reconciliation policy
- Apply preparer and reviewer segregation to reconciliation activities
- Define appropriate evidence requirements for reconciliation review and approval
- Develop effective reconciliation sign-off evidence
- Recognise indicators of control breakdown, unusual transactions and unresolved cash differences
- Improve documentation standards for reconciliation preparation and review
- Strengthen coordination between treasury, accounting and finance functions

- Support consistent reconciliation practices across multiple bank accounts and legal entities
- Improve the visibility and management of aged reconciling items
- Apply recognised financial reporting and internal control principles to cash reconciliation processes
- Communicate significant reconciliation differences clearly to relevant management and control functions

Training methodology

Institute For Oil & Gas Training uses a practical corporate delivery approach that connects Bank Reconciliation principles with realistic oil and gas finance and treasury environments. The methodology combines instructor-led technical discussion with applied exercises, reconciliation simulations, case studies, group analysis and practical control scenarios.

Participants work through structured bank statement matching exercises that replicate the type of differences encountered in operational finance departments. These exercises cover timing differences, outstanding cheques, deposits in transit, bank fees, unidentified receipts, direct bank entries, duplicate postings and accounting errors.

Case studies focus on the investigation of reconciling items rather than simply identifying differences. Participants analyse the underlying transaction, determine the appropriate accounting treatment, assess whether additional evidence is required and establish the action needed to resolve the item.

Group exercises examine the design of a controlled reconciliation process. Participants consider account ownership, preparation responsibilities, review responsibilities, escalation procedures, supporting documentation and reconciliation sign-off evidence. These exercises demonstrate how effective controls operate across treasury, accounting and management functions.

Scenario-based simulations address common control weaknesses, including late reconciliations, unsupported adjustments, excessive aged reconciling items, inappropriate use of clearing accounts and inadequate reviewer evidence. Participants assess the consequences of each weakness and develop practical corrective actions.

The programme also uses practical templates and structured reconciliation logic to help participants translate course principles into workplace procedures. Discussions consider how a timely reconciliation policy can establish consistent expectations across multiple bank accounts and business units.

The delivery approach encourages participants to compare operational practices, identify control gaps and examine how responsibilities should be allocated between transaction processing, reconciliation preparation, review and approval. This provides a direct connection between technical reconciliation skills and wider financial control requirements.

Organisational impact

Effective Bank Reconciliation strengthens an organisation's ability to maintain accurate and controlled cash records. For oil and gas companies, this is particularly important where banking activity extends across operating entities, project accounts, production receipts, supplier payments, financing arrangements and international transactions.

A structured reconciliation process provides earlier identification of transaction discrepancies. Organisations gain a clearer process for distinguishing legitimate timing differences from accounting errors, missing entries and unexplained transactions. This improves the quality of cash information available to finance and treasury management.

A disciplined approach to outstanding cheques and deposits in transit reduces the risk of old reconciling items remaining unresolved. Monitoring reconciling items ageing also creates greater management visibility over differences that require investigation.

Strong procedures for unidentified receipts help organisations establish ownership and accounting treatment for cash received without sufficient reference information. This supports better coordination between treasury, accounts receivable, commercial teams and operational departments.

Effective management of clearing accounts strengthens transaction control. Organisations can establish clear ownership for items entering clearing accounts and define procedures for investigation and resolution. This reduces the risk of unresolved balances becoming embedded in financial records.

A timely reconciliation policy supports consistent execution across bank accounts. Defined preparation and review expectations improve process discipline and provide management with a clearer view of outstanding reconciliation activity.

Preparer and reviewer segregation strengthens accountability by establishing a distinction between the individual completing the reconciliation and the person performing the independent review. This provides an additional control layer around cash accounting activities.

Consistent reconciliation sign-off evidence also improves the quality of the control record. Management can identify whether reconciliations were completed, reviewed and appropriately supported rather than relying solely on the presence of a reconciliation file.

The programme supports greater efficiency by helping finance teams apply a structured investigation process. Rather than reviewing transactions without a defined method, personnel can classify differences, identify the responsible party, determine the required evidence and establish appropriate resolution actions.

For organisations operating across multiple locations and legal entities, common reconciliation principles improve process consistency. Standardised terminology, documentation expectations and review procedures provide a stronger foundation for treasury and accounting governance.

The course also supports audit readiness by strengthening reconciliation documentation and evidence retention. A clearly documented reconciliation process gives finance teams a more complete record of how balances were established and how differences were resolved.

Personal impact

Participants develop practical Bank Reconciliation skills that support their responsibilities in treasury, accounting, finance and cash management. They gain a structured approach to analysing bank statements, accounting records and reconciling differences.

The programme strengthens participants' ability to identify the root cause of reconciliation differences. Instead of treating every variance as a simple accounting adjustment, participants learn to distinguish timing differences, transaction errors, missing entries, bank-originated transactions and unresolved items.

Participants also improve their ability to manage outstanding cheques, deposits in transit and unidentified receipts. They learn how to document investigations and establish appropriate follow-up actions.

Understanding reconciling items ageing enables participants to focus attention on older or higher-risk differences. This supports better prioritisation and more effective communication with responsible departments.

The course strengthens participants' understanding of clearing accounts and their role within controlled financial processes. They gain greater awareness of the importance of ownership, evidence and timely resolution.

Participants also develop stronger control awareness through the application of preparer and reviewer segregation. They learn how independent review contributes to reconciliation quality and how review evidence should demonstrate that the reconciliation received appropriate scrutiny.

The focus on reconciliation sign-off evidence improves participants' documentation capabilities. They learn to produce reconciliation records that clearly communicate the balance, reconciling items, investigation status, supporting evidence and review status.

These capabilities support professional development for finance professionals progressing into senior accounting, treasury, financial control and cash management responsibilities. The skills are directly applicable to organisations with complex banking structures and significant transaction volumes.

Who should attend

- Treasury Professionals — To strengthen control over bank accounts, cash movements, reconciliation processes and treasury records.
- Treasury Accountants — To improve bank statement matching, investigation procedures and reconciliation documentation.
- Financial Accountants — To strengthen general ledger reconciliation and identification of cash-related accounting differences.
- Management Accountants — To improve visibility over cash records and unresolved reconciling items.
- Accounts Receivable Professionals — To develop stronger procedures for unidentified receipts, deposits in transit and cash allocation.

- Accounts Payable Professionals — To improve understanding of outstanding cheques, payment clearing and bank-originated differences.
- Cash Management Professionals — To strengthen controls around cash movements, bank balances and account monitoring.
- Financial Controllers — To enhance oversight of reconciliation quality, review controls and escalation procedures.
- Finance Managers — To establish consistent reconciliation governance and management review practices.
- Internal Control Professionals — To evaluate reconciliation controls, segregation responsibilities and supporting evidence.
- Internal Auditors — To strengthen understanding of reconciliation control design, documentation and review evidence.
- Finance Supervisors and Team Leaders — To improve supervision of preparers, reviewers and aged reconciliation items.
- Oil and Gas Accounting Professionals — To apply reconciliation controls within complex operational, project and corporate structures.
- Senior Finance Professionals — To strengthen governance over cash and banking processes across business units and legal entities.

Course outline

Bank Reconciliation Fundamentals

This module establishes the core principles of Bank Reconciliation and explains how reconciliation connects bank records with accounting records. Participants examine the purpose of reconciliation, the structure of a reconciliation statement and the distinction between timing differences and errors.

Reconciling Items and Investigation Controls

This module focuses on investigating reconciliation differences and managing items that remain unresolved. Participants examine unidentified receipts, aged differences and the controlled use of clearing accounts.

Reconciliation Process Design and Segregation

This module examines how organisations design controlled reconciliation processes. The focus is on responsibility allocation, preparation, independent review, frequency and escalation.

Reconciliation Review, Evidence and Sign-Off

This module concentrates on the quality of reconciliation review and the evidence required to demonstrate that appropriate control procedures have been completed. Participants examine review procedures, supporting documentation and reconciliation sign-off evidence.

Reconciliation Governance and Continuous Control Improvement

This module brings together reconciliation technique, control design, investigation, documentation and management oversight. Participants examine how organisations monitor reconciliation performance and improve cash control processes.

Scheduled dates

Dates	Venue	Format	Fee
05 - 09 Oct 2026	Abu Dhabi, United Arab Emirates	In person	£3,900
05 - 09 Oct 2026	Abuja, Nigeria	In person	£3,900
05 - 09 Oct 2026	Accra, Ghana	In person	£3,900
05 - 09 Oct 2026	Addis Ababa, Ethiopia	In person	£3,900
05 - 09 Oct 2026	Al Ain, United Arab Emirates	In person	£3,900
05 - 09 Oct 2026	Al Khobar, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Alberta, Canada	In person	£3,900
05 - 09 Oct 2026	AlUla, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Amman, Jordan	In person	£3,900
05 - 09 Oct 2026	Amsterdam, Netherlands	In person	£3,900
05 - 09 Oct 2026	Athens, Greece	In person	£3,900
05 - 09 Oct 2026	Baku, Azerbaijan	In person	£3,900
05 - 09 Oct 2026	Barcelona, Spain	In person	£3,900
05 - 09 Oct 2026	Berlin, Germany	In person	£3,900
05 - 09 Oct 2026	Boston, United States	In person	£3,900
05 - 09 Oct 2026	Brussels, Belgium	In person	£3,900
05 - 09 Oct 2026	Budapest, Hungary	In person	£3,900
05 - 09 Oct 2026	Cairo, Egypt	In person	£3,900

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05 - 09 Oct 2026	Cape Town, South Africa	In person	£3,900
05 - 09 Oct 2026	Casablanca, Morocco	In person	£3,900
05 - 09 Oct 2026	Dammam, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Dhahran, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Doha, Qatar	In person	£3,900
05 - 09 Oct 2026	Dubai, United Arab Emirates	In person	£3,900
05 - 09 Oct 2026	Edinburgh, United Kingdom	In person	£3,900
05 - 09 Oct 2026	Edmonton, Canada	In person	£3,900
05 - 09 Oct 2026	Frankfurt, Germany	In person	£3,900
05 - 09 Oct 2026	Geneva, Switzerland	In person	£3,900
05 - 09 Oct 2026	Houston, United States	In person	£3,900
05 - 09 Oct 2026	Istanbul, Turkey	In person	£3,900
05 - 09 Oct 2026	Jakarta, Indonesia	In person	£3,900
05 - 09 Oct 2026	Jeddah, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Jubail, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Khamis Mushait, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Kigali, Rwanda	In person	£3,900
05 - 09 Oct 2026	Kuala Lumpur, Malaysia	In person	£3,900
05 - 09 Oct 2026	Lisbon, Portugal	In person	£3,900
05 - 09 Oct 2026	Liverpool, United Kingdom	In person	£3,900
05 - 09 Oct 2026	London, United Kingdom	In person	£3,900
05 - 09 Oct 2026	Los Angeles, United States	In person	£3,900
05 - 09 Oct 2026	Luanda, Angola	In person	£3,900
05 - 09 Oct 2026	Madrid, Spain	In person	£3,900
05 - 09 Oct 2026	Manama, Bahrain	In person	£3,900
05 - 09 Oct 2026	Marbella, Spain	In person	£3,900

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05 - 09 Oct 2026	Marrakech, Morocco	In person	£3,900
05 - 09 Oct 2026	Miami, United States	In person	£3,900
05 - 09 Oct 2026	Milan, Italy	In person	£3,900
05 - 09 Oct 2026	Munich, Germany	In person	£3,900
05 - 09 Oct 2026	Muscat, Oman	In person	£3,900
05 - 09 Oct 2026	Nairobi, Kenya	In person	£3,900
05 - 09 Oct 2026	New York, United States	In person	£3,900
05 - 09 Oct 2026	Nice, France	In person	£3,900
05 - 09 Oct 2026	Nouakchott, Mauritania	In person	£3,900
05 - 09 Oct 2026	Oslo, Norway	In person	£3,900
05 - 09 Oct 2026	Paris, France	In person	£3,900
05 - 09 Oct 2026	Port Louis, Mauritius	In person	£3,900
05 - 09 Oct 2026	Prague, Czech Republic	In person	£3,900
05 - 09 Oct 2026	Pretoria, South Africa	In person	£3,900
05 - 09 Oct 2026	Riyadh, Saudi Arabia	In person	£3,900
05 - 09 Oct 2026	Rome, Italy	In person	£3,900
05 - 09 Oct 2026	Sarajevo, Bosnia and Herzegovina	In person	£3,900
05 - 09 Oct 2026	Sharm El Sheikh, Egypt	In person	£3,900
05 - 09 Oct 2026	Singapore	In person	£3,900
05 - 09 Oct 2026	Stockholm, Sweden	In person	£3,900
05 - 09 Oct 2026	Tokyo, Japan	In person	£3,900
05 - 09 Oct 2026	Toronto, Canada	In person	£3,900
05 - 09 Oct 2026	Tromso, Norway	In person	£3,900
05 - 09 Oct 2026	Vienna, Austria	In person	£3,900
05 - 09 Oct 2026	Zagreb, Croatia	In person	£3,900
05 - 09 Oct 2026	Zurich, Switzerland	In person	£3,900

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01 - 05 Feb 2027	Abu Dhabi, United Arab Emirates	In person	£3,900
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01 - 05 Feb 2027	Alberta, Canada	In person	£3,900
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01 - 05 Feb 2027	Dammam, Saudi Arabia	In person	£3,900
01 - 05 Feb 2027	Dhahran, Saudi Arabia	In person	£3,900
01 - 05 Feb 2027	Doha, Qatar	In person	£3,900
01 - 05 Feb 2027	Dubai, United Arab Emirates	In person	£3,900
01 - 05 Feb 2027	Edinburgh, United Kingdom	In person	£3,900

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01 - 05 Feb 2027	Edmonton, Canada	In person	£3,900
01 - 05 Feb 2027	Frankfurt, Germany	In person	£3,900
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04 - 08 Oct 2027	Addis Ababa, Ethiopia	In person	£3,900
04 - 08 Oct 2027	Al Ain, United Arab Emirates	In person	£3,900
04 - 08 Oct 2027	Al Khobar, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Alberta, Canada	In person	£3,900
04 - 08 Oct 2027	AlUla, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Amman, Jordan	In person	£3,900
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04 - 08 Oct 2027	Athens, Greece	In person	£3,900
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04 - 08 Oct 2027	Cape Town, South Africa	In person	£3,900
04 - 08 Oct 2027	Casablanca, Morocco	In person	£3,900
04 - 08 Oct 2027	Dammam, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Dhahran, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Doha, Qatar	In person	£3,900
04 - 08 Oct 2027	Dubai, United Arab Emirates	In person	£3,900
04 - 08 Oct 2027	Edinburgh, United Kingdom	In person	£3,900
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04 - 08 Oct 2027	Geneva, Switzerland	In person	£3,900
04 - 08 Oct 2027	Houston, United States	In person	£3,900
04 - 08 Oct 2027	Istanbul, Turkey	In person	£3,900
04 - 08 Oct 2027	Jakarta, Indonesia	In person	£3,900
04 - 08 Oct 2027	Jeddah, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Jubail, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Khamis Mushait, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Kigali, Rwanda	In person	£3,900
04 - 08 Oct 2027	Kuala Lumpur, Malaysia	In person	£3,900
04 - 08 Oct 2027	Lisbon, Portugal	In person	£3,900
04 - 08 Oct 2027	Liverpool, United Kingdom	In person	£3,900
04 - 08 Oct 2027	London, United Kingdom	In person	£3,900

Dates	Venue	Format	Fee
04 - 08 Oct 2027	Los Angeles, United States	In person	£3,900
04 - 08 Oct 2027	Luanda, Angola	In person	£3,900
04 - 08 Oct 2027	Madrid, Spain	In person	£3,900
04 - 08 Oct 2027	Manama, Bahrain	In person	£3,900
04 - 08 Oct 2027	Marbella, Spain	In person	£3,900
04 - 08 Oct 2027	Marrakech, Morocco	In person	£3,900
04 - 08 Oct 2027	Miami, United States	In person	£3,900
04 - 08 Oct 2027	Milan, Italy	In person	£3,900
04 - 08 Oct 2027	Munich, Germany	In person	£3,900
04 - 08 Oct 2027	Muscat, Oman	In person	£3,900
04 - 08 Oct 2027	Nairobi, Kenya	In person	£3,900
04 - 08 Oct 2027	New York, United States	In person	£3,900
04 - 08 Oct 2027	Nice, France	In person	£3,900
04 - 08 Oct 2027	Nouakchott, Mauritania	In person	£3,900
04 - 08 Oct 2027	Oslo, Norway	In person	£3,900
04 - 08 Oct 2027	Paris, France	In person	£3,900
04 - 08 Oct 2027	Port Louis, Mauritius	In person	£3,900
04 - 08 Oct 2027	Prague, Czech Republic	In person	£3,900
04 - 08 Oct 2027	Pretoria, South Africa	In person	£3,900
04 - 08 Oct 2027	Riyadh, Saudi Arabia	In person	£3,900
04 - 08 Oct 2027	Rome, Italy	In person	£3,900
04 - 08 Oct 2027	Sarajevo, Bosnia and Herzegovina	In person	£3,900
04 - 08 Oct 2027	Sharm El Sheikh, Egypt	In person	£3,900
04 - 08 Oct 2027	Singapore	In person	£3,900
04 - 08 Oct 2027	Stockholm, Sweden	In person	£3,900
04 - 08 Oct 2027	Tokyo, Japan	In person	£3,900

Dates	Venue	Format	Fee
04 - 08 Oct 2027	Toronto, Canada	In person	£3,900
04 - 08 Oct 2027	Tromso, Norway	In person	£3,900
04 - 08 Oct 2027	Vienna, Austria	In person	£3,900
04 - 08 Oct 2027	Zagreb, Croatia	In person	£3,900
04 - 08 Oct 2027	Zurich, Switzerland	In person	£3,900
04 - 08 Oct 2027	Online, Virtual	Online	£3,900

Certificate

Attendees who successfully complete the course receive a Certificate of Completion from Institute For Oil & Gas Training.

The certificate is provided upon completion of the full course and attendance requirement. Participants are expected to attend the scheduled course sessions and actively participate in the programme activities.