



## Services Expansion Program

### Controllership Services

#### Spend Management Services: An Introduction

##### Course Description

Spend management, a component of controllership, is strategic in nature. It focuses on the overall management of the company's spending through budgeting, purchasing, data analysis and policy governance. The goal of spend management is to optimize the why, how, and when of a company's expenditures before they occur. Spend management can be the gateway to a larger controllership relationship with your client because of the tangible, short-term return on investment the client experiences by reducing expenses and costs.

##### Syllabus

###### Session One – Spend Management as a Part of Your Larger CAS Strategy

- The Nature of CAS – Accounting, Controllership, Back-Office Process Outsourcing, Financial Planning & Analysis, CFO Services
- Expanding Your Service Offerings: Incorporating Spend Management into your Controllership Service Offerings

###### Session Two – Defining the Components of Spend Management

- Changing the perspective: Preparing for the Engagement
- Preparing Your Team: Upskilling to Deliver Spend Management
- Broadening Your Role with the Client
  - G&A Assessment and Reduction - Mitigate Over-expenditures
  - Budgeting - Creation, Curation and Enforcement
  - Procurement/Purchase Order Management
  - Spend Policy - Creation, Adoption, Monitoring and Enforcement
  - Capital Expenditure Assessment

###### Session Three – Adjacent Services to Spend Management

- Risk Assessments and Risk Mitigation
  - Regulatory Compliance: Assessment and Monitoring
  - Fraud Mitigation
  - Internal Controls: Implementation and Monitoring
- Supplier Relationship Management
- Accounts Receivable Management

## Session Four – Nature of the Engagement, Packaging, Pricing and Up-Selling

- The Nature of the engagement – Assessment, Design, Implementation, Maintenance
- Presenting the Value Proposition Through Identifying Cost Reductions
- Defining the Ideal Client for Spend Management
- Vetting Current Clients for Up-Sell Opportunities

\*PREREQUISITES: None