



BIBF

معهد البحرين للدراسات المصرفية والمالية

Shaping tomorrow's financial leaders today

ACI-BIBF Treasury Program

Level I

February 1, 2010



ACI - BIBF Treasury Program - Level I

COURSE OBJECTIVES

ACI -The Financial Markets Association is the largest international professional body for dealers and back office personnel in the wholesale financial markets. ACI provides a suite of specialized examinations targeting Foreign Exchange and Money Markets, Derivatives, Repos, Risk Management etc for both front, middle and back-office staff.

The wholesale financial markets are dynamic and fast changing and these conditions demand highly qualified people with wide-ranging market skills and knowledge. ACI's education program sets out syllabi in three subject areas that test skills, knowledge and the understanding of wholesale financial market products and the market environment and professional behavior.

ACI's Education Program provides a globally acknowledged, portable, professional qualification that enhances career prospects, improves job performance, and sets benchmarks within the industry

THE ACI LEVEL I CERTIFICATE INCLUDES TWO EXAMS:

ACI DEALING CERTIFICATE

ACI Dealing Certificate is a foundation program that allows candidates to acquire a working knowledge of the structure and operation of the major foreign exchange and money markets and their core products (cash, forwards and derivatives), and the basic skills required for competent participation, including the ability to apply the fundamental mathematics used in these markets. Candidates will also learn to apply the ACI's code of conduct "The Model Code" to their situation.

TARGET AUDIENCE

- New entrants and junior dealers (0-18 month's experience) in the dealing room
- Middle office and operations personnel
- Auditors and compliance officers

COURSE CONTENT

- Basic Interest rate calculations
- Cash money markets
- Cash money market calculations
- Foreign Exchange
- Foreign Exchange Calculations
- Forwards, Futures, Swaps & FRA
- Options
- Principles of risk
- Model Code

ACI OPERATION CERTIFICATE

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 operation 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

TARGET AUDIENCE

- Operations staff with at least 2 years of experience and seniors
- Other Trading Room Support Areas
- Internal and External Auditors
- Compliance and Risk Officers
- Product Control
- Vendors.

COURSE CONTENT

- Overall financial market and front to end treasury view
- Deal capture, trade entry and Confirmations.
- Settlement, netting and clearing
- Reconciliations and investigations
- Treasury systems and data Management
- Risk management, controls, compliance and documentation
- Foreign Exchange
- Money Market
- Derivatives
- Short term bonds and notes

The Course Schedule

The classes will be held twice a week on Mondays and Wednesdays in the evening from 6.00 p.m. to 9.00 p.m.

Course Delivery

The resource people will be experienced bank practitioners from financial services industry working in BIBF as full time faculty.

Exam

Upon completion of the course, the candidates should take up the ACI Level I exams which is offered on line in approved centers in Bahrain, at their own cost.

Fees

The fees for this course is BD 1,200/-*. It is inclusive of ACI Dealing Certificate & Operations Certificate study materials.

*Does not include examination fees & software of ACI. Candidates should sign an undertaking agreement for the use of ACI software while registering for the course. The candidates should register with ACI and take up the exams independently.

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REGISTRATION FORM

DURATION : February 1, 2010

FEES : BD 1200/-

Includes non-refundable registration fee of BD 15/-

Organization Sponsored

Self Sponsored

Name of the participant (s):

1. (Mr/Mrs/Ms):

First Name

Middle Name

Last Name

Position

Department

Nationality

Tel

Email

2. (Mr/Mrs/Ms):

First Name

Middle Name

Last Name

Position

Department

Nationality

Tel

Email

3. (Mr/Mrs/Ms):

First Name

Middle Name

Last Name

Position

Department

Nationality

Tel

Email

Contact Person

(Mr/Mrs/Ms):

First Name

Middle Name

Last Name

Position: _____

Department: _____

Organization: _____

Nationality: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Signature & Stamp: _____

Date: _____

Methods of Payment

1. Please find enclosed a cheque for _____ made payable to BIBF

2. Please debit my credit card: Visa MasterCard

Card No: _____

Expiry date: _____

Cardholder's name: _____

Signature: _____

Please forward this form together with course fee to:

The Registrar

The Bahrain Institute of Banking & Finance – BIBF

P.O. Box 20525, Manama, Kingdom of Bahrain.

Tel: +973 17 815555 / 17 815581/ 17 815579 Fax: +973 17729928/17916420

E-mail: infodesk@bibf.com Website: www.bibf.com

IMPORTANT NOTICE:

All courses are subject to demand. The Institute reserves the right to cancel or postpone courses at short notice at no loss or liability where, in its absolute discretion, it deems this necessary.

CANCELLATION AND REFUND OF FEES:

In the case of cancellations by delegates, fees will only be refunded if a written notice of cancellation is received by the Institute not less than two weeks prior to the commencement of the course/program in question. Course/program fees already paid or invoiced may not be refunded and invoices will be due and payable. Substitute delegates are permitted.

VISA PROCEDURES:

GCC nationals and residents do not require a visa for the Kingdom of Bahrain. All others should have an entry visa, which BIBF can arrange. Should you wish that the Institute obtains an entry visa for you, please mail or Fax (+973 17 916420) our Information Desk, a copy of your passport at least 15 days prior to the course/program starting date. Visa costs will be charged to the participant.

ACCOMMODATION & TRANSPORTATION:

Hotel accommodation and transportation costs are the participant's own responsibility. Should you wish that the Institute arrange accommodation for you, please Fax (+973 17 916420) our Information Desk or Email infodesk@bibf.com for assistance.

About BIBF

BIBF is a leading professional training Institute in Bahrain and the Gulf Region. It was founded in 1981 to provide training for the banking community in Bahrain. Since then it has evolved into an internationally recognised training and development organization. The Institute provides education and training in Banking, Corporate Finance, Capital Markets, Risk Management and Compliance, Treasury, Insurance, Islamic Finance, Leadership and Management, Accounting and IT. BIBF enjoys strategic relationships with international professional bodies like ifs School of Finance, DePaul University, Bentley College, University of Wales, CFA, PRMIA, ACI, CIMA, CPA, ICA, ACAMS.

Bahrain Institute of Banking and Finance
PO Box 20525, Manama, Kingdom of Bahrain
Tel : (+973) 17 815555
Fax: (+973) 17729928
Email: infodesk@bibf.com

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