



معهد الإدارة العامة
Institute of Public Administration



Public Finance Program

Towards Capable National cadres in Public Finance Management

KINGDOM OF BAHRAIN
Ministry of Finance



مملكة البحرين
وزارة المالية



معًا للتغيير

Together for Change

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- 01 Introduction
- 02 Partners
- 04 About the Program
- 05 Basic Certificate in Public Finance
- 07 Professional Certificate in Public Finance
- 09 Advanced Certificate in Public Finance

01 | Introduction

Out of BIPA's keen interest in intensifying efforts to develop national cadres capable of managing financial crises amidst difficult economic circumstance suffered by the region, which crisis need to be handled professionally within the government work system, the Bahrain Institute of Public Administration (BIPA) has launched a public finance program in cooperation with international partners such as Pearson, a company specialized in developing training contents, and a group of publishing houses specialized in designing training portfolios. The special feature of this program is that it is recognized by several professional authorities worldwide, including the Chartered Institute of Public Finance and Accountancy (CIPFA) and Association of Chartered Certified Accountants (ACCA).

The program will provide three certificates for professional public officials at all functional levels. The certificates are: the Basic Certificate in Public Finance, the Professional Certificate of Public Finance and the Advanced Certificate of Public Finance.

The public finance program is in line with BIPA's strategy, which aims at optimally managing and leading available resources and developing employees of the government financial sector

in terms of specializations related to their management functions to qualify national cadres to ensure highly professional excellent performance, in a way that will contribute to increasing productivity, improving the quality of government services and, subsequently, reflecting positively on the Kingdom's financial policies and programs.



Bahrain Institute of Public Administration, Bipa Bahrain

Institute of Public Administration (BIPA) was established by Decree No. (65) for the year 2006 issued by His Majesty King Hamad bin Isa Al Khalifa, King of Bahrain in June 28, 2006 and It follows the Council of Ministers.

The Institute seeks to achieve sustainable development for the country and its citizens, based on the Constitution of the Kingdom of Bahrain and the National Action Charter, and in line with the strategic priority within the work of the government «efficient functioning government program for the service of citizens. To this end, we have also acted in implementing two national economic initiatives within the Bahrain Economic Vision 2030, namely finding a distinct program for training the government leaderships and developing leaders in the public sector as well as improving the quality and availability of the training.

And a commitment to its responsibility, Institute of Public Administration works to improve government performance in the areas of policies and strategies, resource management, change management, and government services development through the development of skills, behavior and knowledge based on learning and training; participation in the decision-making process through consultancy; problem solving by means

of scientific research; building and developing capabilities through coaching and assessment. The Institute also works to promote the awareness and culture of government performance through strategic communication.

Ministry of Finance

The Ministry of Finance (MOF) is responsible for formulating and implementing the financial policies of the Kingdom of Bahrain within the overall vision of the Bahrain Government. The Ministry prepares the State General Budget in coordination with other ministries and public entities in a way that reflects the financial and economic objectives of the Kingdom, particularly regarding improving living standards and increasing levels of economic growth.

MOF assures the progress of public investment in compliance with the financial policies of the Kingdom. It also manages the public debt and maintains its levels within internationally approved limits. Financial stability is sought through the best allocation of available financial resources.

In order to enhance bilateral relations with other countries in financial and economic areas, the Ministry has entered into, and is in the process of,

negotiating a number of bilateral and multilateral agreements to provide a legal framework for these relations. These agreements include, inter alia, Agreements on the Promotion and Protection of Investments, Agreements on the Avoidance of Double Taxation, Free Trade Agreements and Memoranda of Understanding on Financial and Economic Cooperation.

Person:

Pearson is the world's learning company, with expertise in educational courseware and assessment, and a range of teaching and learning services powered by technology.

Our mission is to help people make progress through access to better learning. We believe that learning opens up opportunities, creating fulfilling careers and better lives.

As the world's largest education company, with more than 36,000 employees in over 70 countries, our unique insight and world-class expertise comes from our long history of working closely with teachers, learners, researchers, authors, and thought leaders. Our products and services are used by millions of teachers and learners around the world every day.

Whether it's through new digital learning products in the US, developing qualifications and assessments in the UK, training school leaders

in the Middle East, teaching English in China, or educating professionals, we're helping people make progress in their lives through learning.



Bahrain Public Finance program enables trainees to obtain accredited specialized professional certificates in public finance and pursue their academic and professional education at specialized professional institutes and universities in order to continue their academic or professional education after fulfilling the necessary requirements. In addition, it enables trainees to perform their tasks and duties in accordance with the latest international standards and practices.

Program Objective:

To qualify and train public sector employees up to the maximum levels of professionalism and outstanding professional performance.

Language

English/Arabic

Program Cost

Free*

*Note: (If the trainee didn't finish all graduation requirements, his ministry will have to pay the cost of the program (420 BD for 12 training day)

Venue

Institute of Public Administration

Procedure for submission

Bahrain Institute of Public Administration receives applications from training officials in government institutes through the website: www.bipa.gov.bh

For more information:

☎ 17383833

🏠 17383839

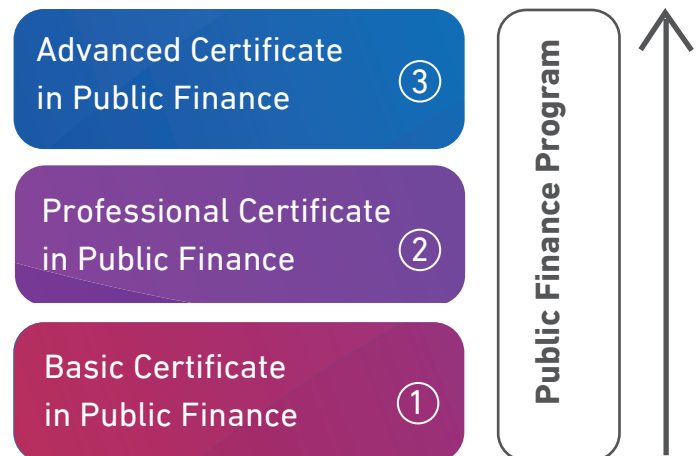
✉ registration@bipa.gov.bh

Criteria for graduation

- Minimum attendance of 80% of the total Program and 50% of each course.
- Performed all required Home works and Assignments.

Certificate granted

Professional certificate accredited from “Pearson Awarding Body” in accordance with British Qualifications Framework (after complete all training modules).



(Public Finance Program Levels)

Program Title:

Basic Certificate in Public Finance

Program Objective:

1) Develop knowledge and understanding of their own and others' roles and functions within the Bahraini public sector.

2) develop knowledge and understanding of Bahraini financial legislation, regulations and auditing rules.

3) develop knowledge and understanding of professional budget setting, accounting and reporting procedures, financial functions in the Bahraini public sector and processes for internal and external audits.

4) develop advanced knowledge and understanding of producing financial statements for management, measuring and monitoring financial performance, procurement principles and processes, and performance management models.

Target Group:

Public sector employees in financial resources at operational management.

Pre-qualification:

Bachelor degree in Business fields from an accredited university or Diploma in accounting or finance from an accredited university, or experience of at least one year in public or private sector for non-qualified candidates.

Program duration:

24 weeks for 500 training hours

Training Modules:

	(Unit)	Credited hours
1	Bahrain Financial Legislation and Regulations	4
2	The National Budget Setting Process in the Bahrain Public Sector	4
3	Financial Accounting and Reporting	5
4	Supporting the Budget-setting Process in the Bahrain Public Sector	4
5	Management Accounting: Costing and Budgeting	5
6	Auditing Frameworks and Processes in the Bahrain Public Sector	4
7	Financial Functions and Operations in the Bahrain Public Sector	4
8	Prepare Internal and External Audit Information for Management in the Bahrain Public Sector	4
9	Producing Financial Performance Statements for Management in the Bahrain Public Sector	4
10	Measuring and Monitoring Financial Performance in the Bahrain Public Sector	4
11	The Principles and Practice of Procurement in the Bahrain Public Sector	4
12	Performance Management Models in the Bahrain Public Sector	4
Total		50

* 500 training hours distributed between inside and outside the class

Program Title:

Professional Certificate in Public Finance

Program Objective:

- 1) Develop their knowledge and understanding of appropriate financial accountability, including ethical and professional behaviour, how to manage financial operations within the Ministry, and how to manage the overall audit process, including analysing problems and recommending and implementing solutions.
- 2) Develop managerial knowledge and skills, with a particular focus on the successful management of budgets, financial performance and projects in specific work-related roles in the Bahrain public sector.
- 3) Manage the financial operations strategy of their own work role, gaining a deep understanding, and reviewing and recommending improvements to working practices and culture.
- 4) Learn how to work effectively in the Bahrain public sector and gain an awareness of the importance of appropriate management techniques.

Target Group:

Public sector employees and Specialists in Financial Resources.

Pre-Requirements:

Bachelor degree in accounting or finance, or any holder Professional Certificates, or at least three years of experience in public or private sector for non-degree holders Basic Certificate in Public Finance for non-degree holders.

Program duration:

24 weeks for 390 training hours



Training Modules:

	(Unit)	Credited hours
1	Financial Accountability in the Bahrain Public Sector	3
2	Managing Financial Operations in the Bahrain Public Sector	3
3	Preparing a Financial Analysis in the Bahrain Public Sector	4
4	Procurement Management in the Bahrain Public Sector	3
5	Managing Audit Processing in the Bahrain Public Sector	3
6	Managing Budgets in the Bahrain Public Sector	3
7	Managing Performance in the Bahrain Public Sector	3
8	Managing Projects in the Bahrain Public Sector	3
9	Financial Awareness for Managers in the BahrainPubic Sector	4
10	Financial Operations Strategy in the Bahrain Public Sector	3
11	Comparative Studies in Public Sector Management	3
12	Research Project in the Bahrain Public Sector	4
Total		39

* 390 training hours distributed between inside and outside the class

**Advanced Certificate in Public Finance Program Will Be
Announced in Due Course**