



ONLINE

PROJECT MANAGEMENT

# FINANCIAL MANAGEMENT FOR DEVELOPMENT PROFESSIONALS

CERTIFICATION PROGRAMME

 8 WEEKS, 7.5 HRS/WEEK

*Information Note*



International  
Labour  
Organization



International Training Centre

# INTRODUCTION TO THE FINANCIAL MANAGEMENT FOR DEVELOPMENT PROFESSIONALS CERTIFICATION PROGRAMME

Financial management for development projects goes far beyond administrative tasks and compliance checks. It is closely tied to the results-based management (RBM) approach used by most donors, who expect a clear connection between planned results, activities, and the resources allocated to them. RBM strongly influences performance-based management by requiring teams to monitor how efficiently resources are used and whether implementation is progressing toward the intended results. As a result, project financial management must ensure that budgeting, reporting, and financial controls directly support the project's results framework and comply with donor expectations for transparency, accountability, and value for money.

Sound project financial management provides:

- essential information to those who manage, implement, and oversee projects, including government bodies and financing institutions;
- assurance to recipient countries, lenders, and donors that resources are being used efficiently and for their intended purposes; and
- protection against fraud and corruption through robust controls that make it possible to detect unusual patterns or deviations at an early stage.

A strong financial management system also supports effective forecasting and reporting by linking financial decisions with planned results. This requires a clear view of expected outputs and outcomes, combined with precision and preparedness in day-to-day accounting and monitoring.

This course will also explore how emerging AI tools can support different aspects of financial management—from automating data collection to identifying irregularities, strengthening analysis, and improving the overall quality and timeliness of reporting—helping project teams work more efficiently and with greater confidence.

## WHO ATTENDS THIS COURSE?

Professionals involved in the financial aspects of development projects, including: financial officers, project finance assistants, accountants, disbursement specialists, project managers, and administrative staff supporting project operations.

## WHY A FINANCIAL MANAGEMENT COURSE?

Effective financial management is vital for achieving the intended results of development projects. Reporting is central to donor compliance, and clear budgets, accurate financial data, and strong internal controls strengthen decision-making, ensure adherence to donor requirements, and safeguard project resources.

By attending this course, you will gain the practical skills to operate a complete project financial management system—from planning and budgeting to reporting, internal controls, and disbursements. With these competencies, you will be well-equipped to support your organization in delivering projects effectively and contributing directly to the achievement of defined results.



## WHAT WILL I LEARN (AGENDA)

By the end of the course, participants will be able to apply the principles and practices of project financial management in line with donor requirements and organizational standards. They will be equipped to contribute directly to effective planning, implementation, monitoring, reporting, and closure of development cooperation projects.

### **1. Apply Core Concepts and Standards of Project Financial Management**

- Integrate financial management into each phase of the project cycle.
- Understand how organizational structures and institutional arrangements influence financial procedures and responsibilities.
- Apply relevant international standards (IPSAS, IFRS, ISA, ISSAI) when managing and reporting on project finances.
- Engage constructively with stakeholders to support transparency, accountability, and coordinated financial decision-making.

### **2. Develop and Manage Project Budgets Aligned With Donor Requirements**

- Prepare budgets linked to planned outputs, outcomes, and activities, ensuring alignment with donor rules and internal accounting systems.
- Interpret financing agreements to understand their implications for procurement, staffing, financial management, and reporting obligations.

### **3. Operate, Monitor, and Report on Project Financial Processes**

- Navigate the financial systems of implementing agencies and donors and understand how they interact across the project cycle.
- Use digital tools and computerized systems to support accounting, analysis, and financial reporting.
- Apply AI-enabled tools to automate data processing, improve reporting accuracy, detect anomalies, and strengthen financial monitoring.
- Collect, process, and analyze financial data and prepare clear, accurate internal and donor financial reports.

- Manage budget revisions to ensure alignment with project plans, results frameworks, and donor requirements.
- Execute payments and disbursement procedures in line with financial regulations and financing agreements.
- Support financial closure, including asset transfers, contract finalization, account closure, and preparation of complete audit documentation.
- Support the preparation and management of external audits.

#### **4. Manage Fiduciary Responsibilities With Integrity and Professionalism**

- Apply internal controls and audits and act on recommendations to reinforce financial integrity.
- Identify, monitor, and mitigate fiduciary risks throughout the project cycle.
- Apply ethical standards in financial management and know when and how to raise concerns related to irregularities, fraud, or corruption.
- Use structured problem-solving approaches and soft skills to address financial challenges, unexpected events, and operational obstacles.

## **WHY SHOULD I JOIN?**

This course is delivered through distance learning and deployed on the ITCILO e-campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace and to fit the weekly assignments and the carry-through assignment within your own schedule.

## **CONDITIONS TO PARTICIPATE**

### **WHAT ARE THE TECHNICAL REQUIREMENTS NEEDED?**

For a smooth learning experience, participants need to have basic computer skills and a computer with a reliable internet connection and speakers.

Candidates are expected to have some previous experience in project management and administration as well as a sound knowledge of English language.

## **WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES**

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

## **INFO**

### **FOR FURTHER INFORMATION PLEASE CONTACT**

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