

Artificial Intelligence for Accountants

23 September 2026:

9:00 Start;

13:05 End

5 instructional hours ONLINE

Participation fee: Micro, small and medium-sized enterprises: free of charge

Large enterprises and public organisations: €1,000 (VAT included)

ONLINE REGISTRATION

Artificial intelligence is increasingly transforming the way accounting, finance and controlling professionals work. Modern AI tools can help us prepare reports faster, analyse data, work with spreadsheets, automate routine tasks, and improve communication with clients and colleagues.

During the workshop, you will learn in a clear and practical way how to safely and effectively integrate artificial intelligence into your everyday work. We will focus on practical use cases related to the preparation of financial and accounting content, working with data, analysis and communication. The aim of the workshop is to increase the productivity and quality of financial and accounting services and to take advantage of the significant time savings offered by modern artificial intelligence tools.

The workshop is suitable both for beginners and for participants who already use ChatGPT and want to integrate artificial intelligence even more effectively into their work. You are warmly invited to discover practical approaches that you can apply immediately in your everyday work.

Content

Module 1 – Key Concepts of Artificial Intelligence in Accounting and Finance

- **Key concepts:** How ChatGPT and other large language models work; their capabilities and limitations in accounting, finance and controlling.
- **Safe use of data:** Responsible handling of sensitive financial data, GDPR, risk identification, and ways to minimise unsafe use of artificial intelligence.
- **Practical examples:** Faster preparation of correspondence and reports, more efficient document processing, and more structured analyses for management.
- **Objective:** Participants understand how artificial intelligence works and recognise its practical benefits for financial and accounting functions.

Module 2 – Fundamentals of Prompt Engineering for Finance Professionals, Accountants and Auditors

- **Structuring questions:** A proven 5+2 LLM formula for effective interaction with large language models when preparing reports, analyses and explanations.
- **Practical examples:** Correspondence, tax explanations, contract summaries, and explanations of financial indicators.
- **Optimising responses:** Comparing ineffective and effective prompts, verifying results, and reducing errors in an auditing environment.
- **Objective:** Participants master clear procedures for obtaining reliable results in accounting, finance and controlling.

Module 3 – Practical Application of Artificial Intelligence in Financial and Accounting Functions

- **Communication:** Faster preparation of emails, correspondence and explanations for management, clients or auditors.

- **Spreadsheets and data:** Assistance with charts and the preparation of reports for executives.
- **Finance and controlling:** Analysis of variances in data and verification of consistency between documents.
- **Objective:** Artificial intelligence becomes an immediate support tool for communication, data analysis and report preparation.

Module 4 – AI Financial and Accounting Assistant and Other Leading AI Tools

- **Customised assistant:** Setting up a basic assistant for typical tasks, such as tax consulting and identifying differences between the general ledger and income statements.
- **Tax and controlling support:** Faster explanations, standardised monthly reports, and analysis of financial indicators.
- **Practical exercise:** Creating a mini assistant for the most common financial and accounting tasks.
- **Objective:** Participants learn how to set up a basic assistant that reduces operational workload and increases the added value provided to management and clients.

The training is intended for: For accountants, finance professionals, controllers, auditors, heads of accounting, finance and controlling, and anyone who wants to save time, improve the quality of their work, and analyse data more effectively with the help of artificial intelligence.

All participants will receive: Workshop presentation slides;, Workshop workbook; A collection of prompts and exercises for accountants and finance professionals; The e-handbook *Quick Course for Mastering AI*.

Lecturer Dr Klemen Podjed from the Productivity Institute Ltd. is a trainer specialising in the practical application of artificial intelligence. He has delivered more than 450 workshops for over 3,000 people from approximately 200 companies and organisations. He also delivers a two-day Artificial Intelligence for Accountants programme at the Institute for Accounting (UNIJA).

He holds a PhD in Economics and a Master's degree in Management and Organisation from the University of Ljubljana School of Economics and Business (UL EF). He is also the author of numerous manuals, articles, videos and blog posts on artificial intelligence.

Full value of the service: €1,000 per participant

The service is/will be provided within the framework of the **SRC-EDIH 2.0 project**, co-financed by the European Union (Grant Agreement No. 101255470) and the Ministry of Digital Transformation. The service received is co-financed by up to 50% of the full price as State aid, in accordance with Article 31 of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and in accordance with Commission Regulation (EU) 2023/1315 of 23 June 2023. The aid is granted on the basis of the **MDP Entrepreneurship Promotion Measures Programme for the period 2022–2030**.

The event is organised as part of the **SRC-EDIH 2.0 project**.

