

Finance for Non-Financial Managers

The aim of this one-day course is to provide managers with awareness and basic understanding of the way finance affects their business objectives. This course is designed for busy managers and those professionals who are responsible for a financial matters without necessarily having a job title or qualifications to match.

This course suits

Managers who need to know more about finance to improve their planning, costing and budgeting skills.

What delegates will gain from the course

- An understanding of the difference between the business managers role versus the role of the accountant
- Knowledge of profit/loss, balance sheets and cash flow
- Competence in planning, monitoring and controlling a budget

Timetable

09:30 - 10:00 Coffee & Course Objectives

10:00 - 10:30 Understanding Financial Terms
(Translating the language into simple English. What do they mean?)

10:30 - 11:15 Understanding the Financial Reports
(The Profit and Loss, the Balance Sheets, the Cash Flow Statement)

11:15 - 11:30 Coffee break

11:30 - 11:45 Key Financial Ratios
(Profitability, Return on Capital, Capital Turnover, Working Capital: Current Ratios, Debtors Ratio, Business Trends)

11:45 - 12:45 Finance in the Business
(The business cycle, planning, target setting, measurements and action to correct problems. What processes are used? The importance of the year end activities: accruals and reserves)

12:45 - 13:45 Lunch Break

13:45 - 14:30 Importance of Expense Control
(Making the most of your expenses in a controlled situation)

14:30 - 16:30 Budgeting, Costing & Planning
(Planning a budget. Monitoring and controlling a budget. Plans against actuals. Variance analysis. Defining and classifying costs. The purpose of plans. Planning Systems. Links to costing and budgetary systems)

16:30 Summary & Action Plans Agreed