

Finance for Non-Financial Managers Training – 3 Days

Skills Category: Management Skills

Unit Standard: 242810, 114738

NQF Level: 4

Credits: 12



Training & Consulting
Unlocking your hidden Potential

Target Audience

Minimum 10 Delegates

This two-day course provides financial training for anyone (at any level) who needs to understand financial management.

Course Aim

- To provide participants with knowledge of the role and principles of budgeting. The training also helps delegates to gain confidence in using the basic terminology and accounting principles of financial management, for personal and business success.
- The course will give an overview of the issues and challenges faced by finance management from both the 'customer' and company's perspective. It should also give the ability to challenge finance and accounting information and an appreciation of the inter-dependence of business functions enabling participants to discuss the commercial performance and challenges within the organisation.
- The trainer will use 'real life' examples and case studies and encourage participants to work in small groups, working interactively and enjoying the subject!

Course Objectives

By the end of this two day training course, the participants will have:

- Acquired an understanding of the sources of financial information
- Understood the current financial position of the organisation through the review of key concepts of financial information and analysing the financial flow trends
- Explored the driving forces behind financial information
- Recognised the importance of cash flow and cash management

Course Outline

Lesson 1: The role of management

- The financial management cycle
- Your Role in the Company Finances

Lesson 2: Accounting Terminology

- The Balance Sheet
- Liabilities and Equity

- Profit and Loss Statement (Income Statement)
- Cash Flow statement
- Financial management failure and success factors
- Centralized vs decentralized financial management

- Analyzing various accounting ratios

Lesson 3: Budget planning and management

- Aligning budgets with management plans
- Format of the budget submission
- Preparing a budget
- Budget and budgeting cycle
- Different budgeting processes
- Strengths and weaknesses of various budgeting techniques
- Cash flow projections
- Forecasting

Lesson 4: Asset management

- Revenue management
- Tracking Business Expenses
- Using Accounting Software
- Ethical issues surrounding accounting
- Managing Profit Performance

- Comparing Investment Opportunities
- Credits vs. Debits
- Bookkeeping

Lesson 5: Monitoring financial processes and procedures

- Variance analysis early warning system
- Analysis and interpretation of financial statements
- Analyzing income statements and balance sheets
- Apply ratio analysis and percentage of financial statements
- Advantages and limitations of ratio analysis

Lesson 6: Financial reporting and auditing

- Overview of the auditing function
- The external audit process

Course Delivery

Starting time : 08h30

Mid-morning break : 10h00 – 10h15

Lunch : 12h00 pm – 12h45

Mid-afternoon break: 14h30– 14h45

Knock off : 16h00

Delivery Method:

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

Assessment and Certification

Formal Assessment:

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

Feedback:

Learners will receive comprehensive, detailed and accurate feedback on assessment.

Certification:

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

Language of delivery:

English

PLEASE EMAIL COMPLETED REGISTRATION FORM BACK TO:

Email: info@prospectplus.co.za

TEL: 072 944 5909

Finance for Non-Financial Managers Training

3 Days

In-house or Open Course

In your preferred province



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Unlocking your hidden Potential

COMPANY DETAIL

Company Name:Country.....Cell.....

Postal Address.....Postal Code.....

Tel Number.....Fax Number.....

Nature of Business.....

NOMINEES

1. Name:.....Surname:.....Position.....
2. Name:.....Surname:.....Position.....
3. Name:.....Surname:.....Position.....
4. Name:.....Surname:.....Position.....

(For more Delegates Please Photocopy)

ORGANISATION APPROVAL

Approving Manager Name: _____

Title: _____ Organization: _____

Telephone _____ Fax _____ e-mail _____

Signature : _____ (This booking is invalid without a signature)

DELEGATE FEE: R7 500.00 – Fees includes course documentation, Facilitation, assessments & Certificates on completion of Course.

PAYMENT METHODS

Bank Transfer payments to be made payable to: Prospect Plus (Pty) Ltd, NedBank, Account Number: 1171790759, Branch Code: 19130500

please Email this form and proof of Payment to andries@prospectplus.co.za

TERMS AND CONDITIONS

CANCELLATIONS: By completing this registration form, the client hereby agrees that Prospect Plus will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing seven days prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Financial Officer will be recognized by Prospect Plus. Cash alternatives will not be offered although delegate substitutions are welcome any time. Hereafter, the full workshop fee is payable.

If for any reason Prospect Plus decide to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that I Prospect Plus cancel the event, Prospect Plus reserves the right to transfer this booking to another workshop to be held in the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

INDEMNITY: Should for any reason outside the control of Prospect Plus, the venue or speakers change, or the event be cancelled due to act of terrorism, extreme weather conditions, industrial action Prospect Plus shall Endeavor to reschedule but the client hereby indemnifies and Prospect Plus holds harmless from any costs, damages, and expenses including attorney fees, which are incurred by the client. The construction validity and performance of this Agreement shall be governed in all aspects by the laws of Republic of South Africa to the exclusive jurisdiction of whose course the parties hereby agree to submit.

PAYMENTS ARE REQUIRED WITHIN 7 DAYS OF INVOICE.