

PROGRAMME OUTLINE for FINANCE FOR NON FINANCE MANAGERS

DAY 1

8.30am to 9.00am

Light Breakfast

9.00am to 10.30am

MODULE 1 : SPEAKING ACCOUNTING

- Understanding what is accounting and why accounting
- Know the objective of a business / Organisation
- The purpose of Financial Reports

MODULE 2 : TYPES OF ACCOUNTS

- What are the Fundamental Accounting Concept and assumptions used in preparing Accounting Records and why these are being used?
- Differentiate between Assets, Liabilities, Expenses, Income and Equity
- Understanding the Accounting Equation of Assets = Liabilities + Equity
- Differentiate between OPEX and CAPEX

10.30am to 10.45am

Break

10.45am to 12.45pm

MODULE 3 : READING FINANCIALS

- Introduction to the various Financial Statements and their uses
- Tools use in Financial Statement Analysis
 - Vertical Analysis
 - Horizontal Analysis (Trend Analysis)

12.45pm to 1.45pm

Lunch

1.45pm to 3.15pm

- Ratios Analysis – operational ratios, financial ratios and valuation ratios
- Statement of cash flows
 - The difference between Profit and Cash and why the saying “Cash is King”
 - How to analyse the statement of cash flows

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

- Different between Publish Accounts and Management Accounts
- Causes, Trigger and Early Warning of Financial Distress
- What are the Limitations of Ratio Analysis

DAY 2

8.30am to 9.00am

Light Breakfast

9.00am to 10.15am

MODULE 4 : COSTING DECISION

- What is Cost?
- Cost Behaviour

- How to differentiate between direct and indirect cost?
- Differentiate the controllable and uncontrollable cost

10.15am to 10.30am

Break

10.30am to 12.45pm

Cost – Volume – Profit Analysis

- Learning the Contribution formula and thus working with the Break–even Point analysis
- How to decide on the Pricing?

12.45pm to 1.45pm

Lunch

1.45pm to 3.15pm

MODULE 5 : BUILDING BUDGET

- Types of budgets
- Differentiate the various types of budgets – Incremental, Zero-based and Rolling

MODULE 6 : COMPARING BUDGET APPROACHES

- When and which is better – Top-down or Bottom-up approach?

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

MODULE 7 : BUDGETING AS A PLANNING AND CONTROL TOOL

- Using the budget to control the business and what are the limitation factors.
- Understanding the Budgeting process and its coordination
- How to forecasting sales revenues and expenses and building up the budgets numbers
- When to adjust the budget to reality

MODULE 8 : INVESTMENT APPRAISAL

Understand the basic investment appraisals – Payback Period, Return On Investment (ROI), Net Present Value (NPV) and Internal Rate of Return (IRR) for better decisions making