

REMOTE ONLINE TRAINING PROGRAMME OUTLINE for FINANCE FOR NON FINANCE MANAGERS

DAY 1

9.00am to 10.15am

MODULE 1 : SPEAKING ACCOUNTING

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

10.15am to 10.30am

Break

10.30am to 1.00pm

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

MODULE 3 : READING FINANCIALS

- Introduction to the various Financial Statements and their uses

1.00pm to 2.00pm

Lunch

2.00pm to 3.15pm

MODULE 3 : READING FINANCIALS (continue)

- Tools use in Financial Statement Analysis
 - Vertical Analysis
 - Horizontal Analysis (Trend Analysis)
 - Ratios Analysis – operational ratios, financial ratios and valuation ratios

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

MODULE 3 : READING FINANCIALS (continue)

- Practice of Ratios Analysis
- 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

DAY 2

9.00am to 10.15am

MODULE 3 : READING FINANCIALS (continue)

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

MODULE 4 : COSTING DECISION

- What is Cost?

- Cost Behaviour
- How to differentiate between direct and indirect cost?

10.15am to 10.30am

Break

10.30am to 1.00pm

MODULE 4 : COSTING DECISION (continue)

- Differentiate the controllable and uncontrollable cost
- Cost – Volume – Profit Analysis
 - Learning the Contribution formula and thus working with the Break–even Point analysis
 - How to decide on the Pricing?

MODULE 5 : BUILDING BUDGET

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

1.00pm to 2.00pm

Lunch

2.00pm to 3.15pm

MODULE 6 : BUDGET EXERCISE

- 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

