



THE COMPLETE COURSE IN EFFICIENT Finance and Accounting Operations

Course Introduction:

Professionals often fall behind when it comes to finance. More often than not this is due to a lack of understanding jargon, a fear of finance and figures, and an inability to see the importance of a financial strategy and how it will impact on their behavior and decision making.

At some level most professionals need to make an input into initially setting and subsequently controlling budgets. To achieve this, a professional needs to fully appreciate the many aspects of finance and accounting. Furthermore it is essential to understand how the financial aspect of the budget is structured and where the 'levers' are in ensuring an organization remains on track.

Professionals who are comfortable and competent in understanding and managing the financial aspects of their day-to-day business, benefit from improved business skills and performance, internal respect from colleagues and senior management, enhanced external relations, better cash flow management and ultimately improved career prospects.

This course aims to deliver the skills needed to achieve such levels of competence.

Course Objectives:

As a result of attending this program the participants will be able to achieve the following:

- Interpret the key components of the profit and loss account
- Demonstrate the function of the Balance Sheet and how to interpret the information it provides
- Predict the cash flow and calculate the working capital needs of the business
- Illustrate the need to manage the growth of a business
- Explain the significance of the link between the returns and time scales of different capital investments

Who Should Attend?

- Professionals wanting to gain a clearer understanding of the fundamentals of business finance and how finance impacts on the decisions they make on a day-to-day basis either at a departmental or company-wide level. This may include, but not be limited to:
 - Business professionals
 - Professionals with budgetary control
 - Accounts professionals wishing to gain a wider knowledge of the finance function
 - Any professional who makes decisions which impact upon financial performance

Course Outline:

Balance Sheets and Income Statements

- The Need for Financial Information
- The Importance of Return on Capital Employed
- Accounting Principles
- Profit and Loss Account (aka Income Statement)
- Balance Sheets and Interpretation
- Depreciation of Fixed Assets

Cash Flow and Performance Improvement

- Cash Flow
- Managing Working Capital
- Business Health Check – a structured approach
- Marginal Performance Improvement – Identifying small changes leading to big gains
- Cost, Volume, Price and Breakeven
- Debt and Equity – Getting the balance right
- Capital Project Appraisal – Ensuring an acceptable return can be achieved

Managing Growth and Measuring Performance

- Funding Growth – Maximizing internal resources
- Managing Key Financial Ratios
- Corporate Valuation – Creating shareholder value
- Analyzing and Interpreting Company Accounts
- Corporate Decision Making – using the available data

The Essentials of Business Planning

- Introduction to Financial Planning
- Strategic Analysis
- Developing Business Objectives
- Creating the Financial Budget
- Monitoring & Controlling Performance

Pulling the Learning Together

- Financial Decision Making
- Analyzing Financial Reports
- Comparing Performance with the Competition
- Managing External Factors
- Benchmarking
- Business Simulation – Case Study

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session