

ACCOUNTING AND FINANCE FOR NON-FINANCE MANAGERS WORKSHOP

WEDNESDAY, 24 FEBRUARY 2016

AT LEMIGO HOTEL, KIGALI

Overview

The modern day Non-Finance Manager is deeply involved in decision making, dealing with an array of potential alternatives and scenarios as he/she navigates the treacherous waters of corporate decision making. Ton loads of information have to be synthesized in developing strategic options and actions as well as anticipating potential outcomes. With this in mind and taking cognizance of the fact that the global business is becoming more complex, volatile and demanding, it is absolutely essential for the core management team to sharpen their knowledge and skills in accounting and finance. Some of the essential skills include preparation, presentation and interpretation of financial statements; determination of taxes in line with the applicable tax laws; setting employee salaries and benefits as per the provisions of Rwanda Social Security Board (RSSB); auditing and risk management skills among others.

This session is aimed at boosting the technical competence, skills and confidence of the Non-Finance Manager by increasing the understanding of the corporate governance process, payroll matters and taxation. All this is aimed at increasing the quality of the participation of Non-Finance Managers in decision making; strategy formulation; performance appraisal and sustainability.

Why You Should Attend

The workshop is aimed at boosting the technical competence, skills and confidence of the Non-Finance Manager by increasing the understanding the corporate performance, payroll and taxation regulations with the aim of enhancing decision making by CEOs, Senior Managers and Board Members. Participants will again value added skills at the end of the workshop.

The following issues will be discussed in detail;

- **Pay Roll Process Responsibilities:** Computation of Salaries and Other Payables Attached
- **Specific Taxation Areas of Knowledge for Non-Finance Managers:** PAYE, WHT & CIT
- **Strategic Leadership and Corporate Performance:** focusing on Reading Financial Reports, Associated Strategy Set Up and Performance Appraisal.

Who should attend?

Board Members; Audit and Risk Committee Members; Managing Directors; Director Generals; Chief Executives; General Managers, Budget Managers, Consultants, Senior Managers; Project Managers; Human Resource Managers; Compliance & Legal Officers; Strategy & Business Development Officers; All Professional Accountants & Finance Managers in Practice, Public, Private & Not For Profit Organizations in need of refreshing or find this workshop responds to their expectations.

Continuous Professional Development (CPD) Hours

Seven (7) CPD hours

Your Investment: *Rwf 45,000 for Members and Rwf 75,000 for Non – Members Per Delegate (Net of Any Tax).* The fees are inclusive of lunch/tea-breaks; forum materials & certificate. All payments are done at iCPAR: Ecobank, Account number: 110-04413101-72 Rwf A/C and 101-04413102-23 USD A/C; Bank of Kigali A/C: 00040-0335616-29 Rwf. **Cash will not be accepted. Kindly present your deposit slip to iCPAR team to be issued with a receipt.**

Programme Outline

Time	Duration	Topic/Activity	Facilitator (s)
8:00 – 9:00	1 Hr	Registration	iCPAR
9:00 – 9:10	10 Min	Welcoming Remarks	iCPAR President
9:10 – 10:50	1hr 40 Min	Specific Taxation Areas of Knowledge for Non-Finance Managers: PAYE, WHT & CIT.	Paul Frobisher Mugambwa CPA(R) CPA(U), FCCA, MBA, Bsc, CAT Senior Manager - Tax Services PwC Rwanda Ltd
10:50 – 11:05	15 Min	Question & Answer Session	
11:05 – 11:20	15 Min	Tea Break	Hotel
11:20 – 13:00	1hr 40 Min	Managing People & Pay Roll: Accounting of Salaries and Other Related Payables.	Stephen Ineget CPA(R) CPA(U), FCCA, MBA, BCom Country Director KPMG Rwanda Ltd
13:00 – 13:15	15 Min	Question & Answer Session	
13:15 – 14:15	1hr	Lunch Break	Hotel
14:15 – 16:15	2 Hr	Strategic Leadership and Corporate Performance: focusing on Reading Financial Reports, Associated Strategy Set Up and Performance Appraisal.	Kariithi Murimi CPAK, MBA CEO and Team Leader of JMG Strategy Innovations Ltd and Former Vice-Chairman, KASNEB⁽¹⁾
16:15 – 16:30	15 Min	Questions & Answer Session	
16:30 – 16:45	15 Min	Closing Discussions	iCPAR & Participants
16:45 – 17:00	15 Min	Tea Break and Networking	Hotel
End of The Workshop			

Cancellations & Transfers:

If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Kindly provide the name and position of the substitute delegate at least 2 days prior to the workshop. A full refund less 25% administrative charge will be made for cancellation received in writing 1 day prior to the seminar. A 50% refund will be given for cancellation received in the morning of the forum. Regrettably, no refund can be made for a cancellation made after the event has started (after 09:00am.).

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Note: ⁽¹⁾ KASNEB is Kenya Accountancy and Secretary National Examination Board