



# **ACCOUNTING AND FINANCE**

# Fundamentals Of Finance And Accounting

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## Fundamentals Of Finance And Accounting

### **Course Description:**

During challenging economic times, financial acumen is expected at every organizational level. this course help you to understand the company's performance as well as learning how to use the numbers given to you to make good business decisions in the short- and long-term and quantify your contributions to the company.

## Who should attend?

- Entrepreneurs
- Managers and board members
- Owners of private business
- Anyone who needs to know about organisational finance

## Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise

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Videos and General Discussions

## **Certificate:**

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## **Course Objectives:**

- Getting a firm grasp of the numbers side of your job
- Gaining greater confidence with a working knowledge of business financials
- Learning how to "think finance" and translate performance into financial terms
- Expanding your professional expertise and your career opportunities

## **Course Outline:**

#### DAY 1

- Key finance terms: assets, liabilities, capital, depreciation, capitalization, current ratio, and others
- Journals and ledgers
- How debits and credits work
- Mastering the mind-set

#### DAY 2

- Basic accounting principles
- Applying accounting conventions and guidelines

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- Developing working rules regarding your corporate financial statements
- Using the balance sheet to examine assets and liabilities

#### DAY 3

- Analyzing the income statement to assess revenues and expenses
- The statement of cash flow: sources and uses of funds
- Content and format of the annual report
- Understanding the footnotes

#### DAY 4

- Debt vs. equity financing
- How leveraging can increase return to shareholders
- Keeping your plan on target with budgetary controls
- Using profit-planning tools, break-even analysis, financial forecasting

#### DAY 5

- Cash flow: where cash comes from and how it's applied
- Elements of cost accounting
- Analyzing payback method, discounted cash flow, present value and present value index in making profitable capital investment decisions
- Criteria for examining the performance of divisions and product lines
- Understanding the cost of capital