



ACCOUNTING AND FINANCE

Finance For Non-Financial Managers

"Executives

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Finance For Non-Financial Managers , Executives

Description:

This course provides participants with a basic understanding of financial management. It demonstrates how to read and understand key elements of financial statements and reports, such as balance sheets, income statements and cash flow statements. They also learn how to apply basic financial and accounting principles to budget preparation and analysis.

Who should attend?

- Managers
- Project officers
- Team leaders
- Human Resources officials
- Those who aspire to be more financially aware

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
- 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:

- Understanding the goals of financial management
- Defining key accounting concepts
- Recognizing the use and characteristics of a balance sheet
- Recognizing the use and characteristics of an income statement
- Identifying a cash flow statement and how to use it
- Identifying the importance and characteristics of an audit and that of its primary documentation
- Defining double entry bookkeeping concepts in relation to the accounting equation
- Comparing the functions and contents of a ledger and a journal
- Identifying the different types of budgets
- Describing the elements necessary to prepare a basic budget
- Identifying specific tools for analyzing and benchmarking financial information

• Discussing the time value of money

Course Outline:

DAY 1

- What is Financial Management?
- Goals of Financial Management
- Definition of Profitability and Viability
- Definitions of Key Accounting Terms

DAY 2

- Generally accepted accounting principles
- The audit, including the management letter and auditor's report
- Elements of a budget
- Using a budget to set goals, evaluate results and improve decision-making effectiveness, communication and coordination
- Preparing a budget
- Break-even analysis
- · Reading, understanding, organizing and using departmental budgets

DAY 3

- Balance sheet
- Income statement
- Statement of cash flows
- Notes to financial statements

DAY 4

Key concepts

- Recording financial events in journals and ledgers
- Using financial information to improve decision making, budget planning, proposals and communication of information

DAY 5

- Summary of total process
- Application of concepts and formulas
- Basic financial ratio analysis
- Time value of money