

Mango Training Course Outline

Course code:	ES1 [<i>formerly FM1</i>]
Course Title:	Getting the financial management basics right
Duration:	5 days
For:	Non-finance managers and finance officers

Purpose

Financial management is the lifeblood of an organisation. Everyone working to achieve an NGO's objectives has an important role to play in ensuring effective and proper use of financial resources. However, basic financial management skills are often lacking and financial management too often gets side-lined during programme implementation.

This course is designed to strengthen the financial management skills and confidence of NGO staff to:

- integrate good financial management systems into operations management
- manage and control financial resources more efficiently and effectively.

Target Audience

This course is primarily aimed at staff in small to medium-sized NGOs who are involved in programme implementation and/or the management and control of financial resources.

It is designed specifically for:

- non-financial officers and managers who want to improve practice in financial planning, control and reporting
- finance officers interested in developing their financial management skills and knowledge to improve finance systems and support for programme staff.

*Previous financial management experience or training is **not** a requirement for this course.*

We recommend that you read this course outline carefully to make sure the content is relevant and meets your learning requirements. If you have any questions please do contact us.

Course Content

The final balance of course content will be decided by those attending the course, according to their interests and training needs. See below for a Programme Guide. The core components will include:

- The 'what, why and who' of financial management for NGOs
- How to achieve good practice in financial management – key principles and frameworks
- Building and using effective budgets – including project and donor budgets, and cash flow forecasts.
- Which accounting records you should keep in your NGO – and why?
- Budgeting and accounting for central support ('core') costs
- Demystifying the Balance Sheet – how to make sense of annual financial statements
- Monitoring and controlling budgets – preparing and using budget comparison reports
- Reporting to donors – how to meet donors requirements
- Safeguarding our assets – internal control systems and procedures
- Managing the audit process

Learning Outcomes

At the end of the course, participants will be able to:

Do:	<ul style="list-style-type: none"> • Build project, donor and consolidated budgets using the activity-based budgeting technique • Prepare and use a simple cash flow forecast • Prepare and reconcile an analysed cashbook • Prepare and use a simple financial monitoring report • Analyse financial statements and budget monitoring reports to assess performance • Assess strengths and weaknesses in their NGO's internal control systems
Know:	<ul style="list-style-type: none"> • Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management • Describe the financial management roles and responsibilities of board members, managers, finance and programme staff • Explain the importance of budgets in planning, control and decision-making • Explain the key components and language of a cash accounting system • Explain the link between budgets, accounting records and financial reports
Feel:	<ul style="list-style-type: none"> • Recognise that financial management is for everyone • Appreciate the central role of financial management in achieving an NGO's objectives • Appreciate the importance of accountability and transparency in an NGO.

Training Approach

Mango's training approach is highly practical, participatory and often fun! We focus on real issues and help participants to use the techniques covered, rather than just discuss them. We work hard to de-mystify financial concepts to overcome the fear of finance.

"Mango training really does take the fear out of finance!"

We work with small groups to meet the needs of individual participants. We use a variety of learning methods to stimulate interest and meet differing learning styles of participants – including illustrated presentations, group exercises and discussions, case studies and practical problem-solving activities.

Courses are supported by extensive materials for participants to take away and apply after the course. We also offer a free follow-up service by email or phone to all Mango trainees.

How to Book

This course is available as an open, in-house or group training event.

Please visit our website [to plan your training](#) or contact the training team at training@mango.org.uk for more information.

Getting the basics right

PROGRAMME GUIDE

Day	Module:	Topics to be covered:
Day 1	<i>Welcome and Overview</i>	<ul style="list-style-type: none"> • Introductions, expectations and programme overview
	<i>Key Principles and Concepts of Financial Management</i>	<ul style="list-style-type: none"> • What is Financial Management? • Why is it important for NGOs? • Structure and governance of NGOs • Good practice systems: Seven Principles and Four Building Blocks of financial management • Mango's Finance Health Check • Systems design techniques
Day 2	<i>Financial Planning</i>	<ul style="list-style-type: none"> • Financial planning process • Cost structures • Functions and types of budgets • Practical approaches to building good budgets • Cash flow forecasting • Consolidated budgets
Day 3	<i>Accounting Records</i>	<ul style="list-style-type: none"> • Which records should you keep? • The accounting process: cash or accruals • Practical accounting: completing the cashbook • Bank reconciliation • Procurement – steps, people and paperwork

Day	Module:	Topics to be covered:
Day 4	<i>Financial Monitoring</i>	<ul style="list-style-type: none"> • Financial information – who needs what, when and why? • Using financial statements • Using budget monitoring reports • Overview of donor reporting
Day 5	<i>Internal Control Systems</i>	<ul style="list-style-type: none"> • The Four internal Control Actions • The role of audit • Dealing with fraud • The Finance Manual
	<i>Summary and Close</i>	<ul style="list-style-type: none"> • Summary of key messages • Evaluation • Certificates