



## Finance for non-financial managers - A one day course

Whether in the private sector or the public sector, a successful manager needs to have a sound understanding of financial principles and how they are applied in the business world. This course aims to demystify the subject and provide a jargon-busting introduction to the key principles of financial management and accountability. It will suit any manager who needs to get to grips with financial issues as part of his or her job.

### Course Programme

The operation of the **Main Functions** within a Finance Dept: Financial Accounts, Management Accounts, Accounts Receivable & Accounts Payable.

The make-up of the **Essential Elements** of an accounting system: General Ledger, Sales Ledger, Purchase Ledger, Fixed Assets (Capex), Cash Book, Stock, Payroll, Sundry Debtors & Creditors.

How each of these **Essential Elements** are reconciled with each other.

The creation & interpretation of the **Primary Financial Reports**: Profit & Loss Account, Balance Sheet, Cash Flow Statement and Management Accounts - including the difference between cash & profit.

How the **Main Functions** use **Double-entry Book-keeping** to populate the **Essential Elements** and so generate a **Trial Balance**; from which are produced the **Primary Financial Reports**.

An overview of how **Accounting Standards** affect the presentation of data within the **Primary Reports**.

An explanation of **Group Consolidated Accounts**.

How to Account for **Corporation Tax & VAT** within the Finance Dept.

**Ways of Financing a Business** through: Shares, Loans & Working capital.

An explanation of **Ratio analysis** and how to get the most from it.

How **Excel** can help save you time with your **daily tasks** and produce **enhanced financial reports**.

An introduction to **Financial System Selection and Implementation**.