

Accounting for Non-Accountants

2 Days

Managers and senior sales staff will work far more effectively if they understand the commercial realities of running a business. Each needs to ensure that they have a solid grounding in the basics of commerce to improve business results generally and more specifically at the bottom line; a measure that is increasingly important as they move upwards in the business.

WORLD CLASS TRAINING

For managers in today’s business world, it’s essential to have a working knowledge of finance. We all play a role in our organisation’s financial health, whether we realise it or not. If you don’t have training or a background in finance, you may be at a disadvantage as you sit around the management table.

Understanding the cycle of finance will help you figure out where you fit into your company’s financial structure, and how to keep your department out of the red. This workshop will familiarise you with the key concepts of finance and accounting and help you prepare budgets with more confidence.

LEARNING OUTCOMES

- Assess the financial performance and health of your firm.
- Enhance your decision-making skills by integrating financial management concepts into your thinking.
- Assess various software applications for managing finances.
- Control the flow of money through your department.
- Understand the budgeting process and forecasting techniques.

WHO WILL BENEFIT

Managers and senior staff who need a solid understanding of financial concepts.

RELATED COURSES - FLM 1 - Foundations, FLM 2 - Coaching, Delegating & Motivating, Team Development, Leadership.

<i>Accounting for Non-Accountants</i>	①	②	③	④	⑤
Understand Financial Terms					
Appreciating Business Structure					
Knowing the Role of Profit					
Preparing a Cash Flow forecast					
Outline Accounting Activities					
Knowing the Role of Budgeting					
Working Through Financial Statements					
Cost Accounting					
Financial Ratios					
Principles of Costing					
Break-Even					
Accounting Policy					
Pricing Issues					
Investment Appraisal					

- ① Little or no experience
- ② Some background knowledge only
- ③ Able but takes some thought and thus is not used often
- ④ Able but could refresh knowledge and skills
- ⑤ Mastered and could teach others

CONTACT

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TOPICS

- The Structure of a Business.
- Basics of Accounting.
- Accounting Principles.
- Understanding Financial Terms.
- The Role of Profit.
- A Business Start-up Case Study.
- Cash Flow Forecasting.
- Company Accounts.
- Interpretation of Accounts.
- Financial Statements.
- Financial Ratios.
- Identifying Break Even.
- Group Accounts.
- Absorption Costing.
- Understanding Pricing Issues.
- Marginal Costing.
- Management Accounts.
- Stock Valuation.
- Investment Appraisal.
- Checklist

“The real benefit from this course was that each manager was able to relate to ways and means that they could operate within their roles to have a direct affect on the company’s cash flow and profitability.

Already we’ve identified a number of areas which have achieved immediate cost savings or certainly to potential for future cost savings.”

- RM, SAB WABCO.

Registration Form

Course	Accounting for Non-Accountants
Delegate	Name:
	Phone/Mobile:
	Email:
Manager	Name:
	Phone/Mobile:
	Email:
Company	Company Name:
	Address:
	State/Post Code:
	Authorising Exec Name:
	Signature:
	Phone/Mobile:

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