

alfran uk Limited

developing international markets

FINANCE FOR NON-FINANCIAL MANAGERS

A three day interactive workshop on how to understand and manage your business finances.

Who should attend

- Business managers, business consultants, project managers and all whose work involves an appreciate of finance, budgets, cashflow and accounting methods
- Anyone who will influence the making of financial decisions

Objectives

- Gain an understanding of standard financial documents such as annual reports, P&Ls
- Improve your ability to manage performance measurements
- Be confident in talking about financial information
- Experience to look at your own financial documents and challenge where necessary
- Gain an historical perspective accounting
- Understanding cash flow forecasting
- Understanding the commercial impact of your actions

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| Introduction to business and financial systems | <ul style="list-style-type: none"> ○ How accounting structures started ○ Demystifying some of the language surrounding finance ○ Importance of financial measures ○ Financial accounting and management accounting |
| Accounting transactions | <ul style="list-style-type: none"> ○ Double entry accounts ○ Names & functions of the essentials ○ Looking at finance documents |
| Interpreting accounts | <ul style="list-style-type: none"> ○ Profit & Loss accounts ○ Balance sheets ○ Fixed and current assests ○ Depreciation |
| Budgets & budgetary control | <ul style="list-style-type: none"> ○ What is a budget? ○ How to prepare a budget ○ Controlling your budgets ○ Actuals v forecasts |
| Costing decisions | <ul style="list-style-type: none"> ○ Variable & fixed costs ○ Cost structure and methods ○ Break-even ○ Product costing |
| Management accounting & performance management | <ul style="list-style-type: none"> ○ Profit margin ratio ○ How to measure if a business is performing well ○ Assess your own financial performance |