

Finance for Non-Financial Managers



This practical 1 Day non-IT course will help managers

- develop their financial understanding
- understand how their decisions affect an organisation's financial performance
- demystify the jargon
- explore key ratios
- examine key trends and areas for concern.

Course Outline

Your Role in Your Company Finances

What is Finance?

Getting to Know the Players

Record Keeping Terminology

- Accounting
- GAAP
- Bookkeeping

The Balance Sheet

- Balance Sheet Overview
- Balance Sheet Terms
- Assets and Liabilities
- Fixed vs Current Assets
- Liabilities and Equity

Profit and Loss (Income) Statement

- Service and Sales Income
- Methods of Recording Transactions

Cash Flow Statement

- Format of a Cash Flow Statement
- Credit Terms and Discounts

Analysing Financial Statements

- Ratio Analysis

Budget Basics

- Defining a Budget
- Preparing a Budget
- Types of Budget

The Human Aspect

Finance Jeopardy

