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Finance for Non-Financial Managers

Course Overview

Are you achieving the business results you and your company need to succeed today? Do your managers know how to increase shareholder value? Do your managers understand the analysis process required to make sound economic investments? Are your managers knowledgeable in the use of ratios and variance analysis to analyze financial results? Are your managers accountable for managing to their budgets and able to analyze variances? Finance for non-financial professionals training allows your managers to increase their knowledge and understanding of the financial aspects of managing a business.

Target Audience

The training is ideal for all non-financial personnel who need a better understanding of the financial aspects of the business in order to perform their responsibilities.

Approach

The training course consists of continuous sequences of explanation, interaction and practical exercise.

Duration

2 Days

Training Objectives

- Understand the role of finance in achieving business objectives and the major finance functions
- Know how to read and interpret key financial reports
- Follow sound economic practices in making capital decisions
- Know the principles of preparing meaningful budgets and accept accountability for performance to budget
- Understand their role in the protection and management of corporate resources including the conservation of working capital
- Know how to analyze budget variances
- Understand the difference between cash flow and profit
- Demonstrate their impact on the creation of value
- Analyze performance with financial ratios and variance analysis
- Use contribution margin and breakeven analysis when making decisions
- Understand and be able to prepare an investment cash flow
- Describe and prepare the schedules involved in a master budget

Course Outline

- Participants will be able to discuss the basic finance skills of capital structure, budgeting, making capital decisions, analyzing performance, improving net working capital, and increasing shareholder value



- At the end of this training, participants will be knowledgeable of major financial statements, preparation of cash flows, concepts in capital decision analysis, different cost element patterns of behavior, the various types of budgets, and the schedules required to prepare a master budget including the cash requirements and projected financial statements
- Participants will demonstrate new skills in how to interpret and use financial information to budget, track performance, determine variances, and analyse results
- They will be knowledgeable in understanding of business structures, and be able to discuss the relationship between risk and return

Program Schedule

Day One

Welcome & Introduction

Business Models

- Organizational Structures
- Participants in Business
- Business Finance Functions
- Internal Controls

Reporting Results

- Finance Roles
- Cash vs. Accrual Accounting
- Accounting Concepts
- Income Statement
- Balance Sheet
- Common Size Statements
- Statement of Cash Flow
- Creating Value

Analyzing Performance

- Ratio Analysis
- Cost
- Contribution Margin
- Break-Even Analysis

Personal Action Planning

Day Two

Welcome Back

Making Capital Decisions

- Capital Budgeting
- Decision Concepts
- Evaluation Methods

Planning for the Future

- Business Plans & Budgets
- Advantages of Budgeting
- Principles of Budgeting
- Types of Budgets
- Pro form Financials

Developing a Budget

- Steps in Building a Master Budget





- Sales
- Production & Materials
- Labor & Overhead
- Selling, General & Administrative
- Budgeted Income Statement
- Cash Budget
- Budgeted Balance Sheet

Managing to the Plan

- Following the Plan
- Analysing Performance

Personal Action Planning

