

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

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 analyse financial results?

Are your managers accountable for managing to their budgets and able to analyse 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 explanations, interactions, and practical exercises.

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 analyse budget variances.
- Understand the difference between cash flow and profit.
- Demonstrate their impact on the creation of value.
- Analyse 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

- Delegates will be able to discuss the basic finance skills of capital structure, budgeting, making capital decisions, analysing performance, improving net working capital, and increasing shareholder value.
- At the end of this training, delegates 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, the schedules required to prepare a master budget including the cash requirements and projected financial statements.
- Delegates 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, be able to discuss the relationship between risk and return.



Day One

- **Welcome and introduction**
- **Business models**
 - Organizational structures.
 - Delegates in business.
 - Business finance functions.
 - Internal controls.
- **Reporting results**
 - Finance Roles.
 - Cash versus accrual accounting.
 - Accounting concepts.
 - Income statement.
 - Balance sheet.
 - Common size statements.
 - Statement of cash flow.
 - Creating value.
- **Analysing performance**
 - Ratio analysis.
 - Cost.
 - Contribution margin.
 - Break-even analysis.



Day Two

- **Welcome back**

- **Making capital decisions**
 - Capital budgeting.
 - Decision concepts.
 - Evaluation methods.

- **Planning for the future**
 - Business plans and budgets.
 - Advantages of budgeting.
 - Principles of budgeting.
 - Types of Budgets.
 - Pro form financials.

- **Developing a Budget**
 - Steps in building a master budget.
 - Sales.
 - Production and materials.
 - Labor and overhead.
 - Selling, general and administrative.
 - Budgeted income statement.
 - Cash budget.
 - Budgeted balance sheet.

- **Managing to the plan**
 - Following the plan.
 - Analyzing performance.

- **Personal action planning**