

# Finance for Non- Financial Managers

**1 day  
Course**

**'Everything that can be counted does not necessarily count'**

**Business Goals** Successful managers possess a working knowledge of those financial concepts that lead to better business decisions. Recent research shows that financial results are the principle concern for managers in today's competitive workplace. Surprisingly, only half of all managers have their organisation's bottom line as a main focus.

**Who will Benefit?** Team leaders, managers and specifically budget holders who work with financial information in any organisation and for whom finance is not their core skill.

**Course Objectives** By the end of the course you will be able to:

- Have an awareness of the financial skills needed by all managers
- Understand key information from a balance sheet
- Interpret financial information
- Recognise the importance of liquidity for the organisation
- Appreciate the value of planning and budgeting

## Course Content

### The purpose of accounting

- Understanding how accounts are used
- Recognising the basic framework for accounting

### Basic concepts in finance

- Managing money
- Asking yourself the three prime accounting questions
- Analysing and interpreting published accounts

### The information of accounting

- Understanding a balance sheet
- Recognising the link between assets and liabilities
- Knowing how depreciation works
- Interpreting the profit and loss account

### Money matters

- The importance of liquidity
- Detailing the factors that affect cash flow
- Understanding the concept of working capital
- Allocating the types of costs to a business
- Appreciating the relationship of cost to volume

### The use of budgets

- Knowing the purpose of budgets
- Putting plans into action
- Understanding the implications of variance analysis under and over budgeting

**Course Features** The financial skills needed by all managers are outlined and analysed through discussion and practical exercises. There will be ample opportunity to ask questions and share your personal experiences in order to translate the theory into practical application to working environment.