



4D Training

## Finance for Non-Finance Managers

### Who would benefit?

This course is designed for busy managers and those professionals who are responsible for financial matters without necessarily having a job title or qualifications to match and suits managers who need to know more about finance to improve their planning, costing and budgeting skills.

### Objective

The aim of this course is to provide managers with an explanation of the financial reports and tools commonly used in business. Delegates will gain awareness and a basic understanding of the way finance affects their business objectives.

### Content

- Understanding the need for financial reports
- Understanding the Financial Reports
  - Profit and Loss, Balance Sheets, Cash Flow Statement
- Explanation of the differences between Statutory Accounts and Management Accounts.
- A brief look at legal requirements.
- An explanation of the month end and year end activities
  - Accruals and prepayments.
- Budgeting, Costing & Planning
  - The purpose of plans.
  - Planning a budget, Monitoring and controlling a budget, Plans against actuals, Variance analysis.
- Finance in the Business
- The business cycle, Planning, Target setting, Measurements, Action to correct problems
- Explanation of the Key Financial Ratios
- Profitability, Return on Capital Employed, Working Capital, Current Ratios, Debtors Ratio

### Duration

One day