

Course Title: Finance for non financial managers – Budgeting and costing

Course Length: One Day 9.30am – 4.30 pm

Available as: Open Course / In Company

Course aim:

In the context of an overall business plan, give non-finance management a greater understanding of budgeting along with a practical knowledge of putting a budget together.

Objectives:

- To review and discuss budgeting and its importance to the success of any business
- To put together a simple budget
- Understand why we need a management reporting control system to ensure that actual performance meets budget
- To practice and understand the use of basic costing techniques in putting together a budget

Designed for:

Junior/Middle managers or supervisors who are or will be responsible for part or all of the planning and budgeting process in their organisation.

Key points:

- The Budgeting process and where it fits into business planning and everyday business management
- Gather information to put together a budget
- Which costs should be included? Techniques to calculate them
- Putting together a budget and what format to present it in
- Monitoring and adjusting the budget
- How to keep the process simple