

**Course Title:** Finance for non financial managers – Understanding accounts

**Course Length:** One day 9.30am to 4.30pm

**Available as:** Open Course / In Company

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**Course aim:**

To encourage an understanding and awareness of how each individual can have an impact on the financial results of the organisation they are working in.

**Objectives:**

- To be familiar with the format of the financial results required to be published by a small/medium/large company and how we can be sure that they are accurate
- To become familiar with the term working capital and understand how everyone can help to manage the working capital of an organisation to ensure its success and future growth
- To understand what profit really is and how it is represented in the accounts. What it is that we, as individuals, can do to impact the profit of the organisation both in the short term and long term
- To look at accounting processes and understand why these processes are needed

**Designed for:**

Junior/Middle managers or supervisors who would like to understand how their performance impacts the financial results of the organisation they work for. This course does not require any previous training or experience in finance.

**Key points:**

- There are laws dictating how and when companies publish the results of their business transactions for the year. The course will show examples of the format of published accounts and briefly explain the content and usefulness of: The balance sheet, the profit and loss statement, the cash flow statement, the notes to the accounts
- How a company manages its working capital can mean the difference between success and failure. This section of the course will cover the meaning of working capital and how the following can be affected by each employee: stocks, cash in the bank, creditors, debtors, work in progress, loans
- Profit can be measured in different ways – using practical examples and drawing from delegate experience the course will explain the usefulness of measuring profit in different ways
- Producing accounts without standard processes and procedures can lead to errors or fraud. The course will use practical examples and discussion to bring an understanding of the most important practices and procedures that need to be adopted by the non-finance person