## **Fundamentals of Finance and Accounting**



• Tools to help you use what you've learnt when you're back in the workplace.

The purpose of the course is to provide participants with a sound knowledge of the basics of finance, thereby enabling them to:

- · Appreciate the role and limitations of finance
- Analyze their company's performance
- shtc.org Control their own department more effectively
- · Enhance their decision making
- Spot and manage their financial risks
- Communicate more effectively with their finance departments

## WHO SHOULD ATTEND?

- Executives, Managers and line supervisors who receive management reports but are from a non-financial background.
- · Recent appointees to management positions
- Accounts staffs, who prepare inputs to management information systems.

## :PROGRAM TOPICS

The course will address many areas of finance and accounting including :

- · Introducing finance and accounting
- · Understanding the basics of financial statements
- · Uncovering the secrets of a balance sheet
- · Simplifying the income statement
- · Using ratios
- · Evaluating the results
- · Managing cash flow
- Budgeting
- · Appraising investment proposals
- Introducing costing

- Costing for decision making
- Integrating accountingand finance

## :WORK STYLE

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- A mixture of short presentations
- interactive discussion
- individual exercises and group work
- The emphasis throughout is on a practical approach using case material and examples

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