



Financial



Finance, Accounts and Budgets for Non-Financial Managers



2 Day Course



Classroom or Virtual Blended Training



Accredited Course

Aligned to Unit Standard 117156 (4 credits) in the Business Administration Level 4 Qualification.



About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

In many organisations, operationally responsible managers have been made accountable for the financial performance of their divisions and need a basic level of financial skills to perform their role.

This means that managers need to have a firm grip on using a wide range of financial reports and information – understanding finance, accounts and budgets is extremely important for them.

This 2-day **Practical, Finance, Accounts and Budgets for Non-Financial Managers** course include many practical sessions, case studies and exercises that have the aim of making non-financial managers comfortable while using the information provided by their accounting departments to make the correct management decisions.

This course will ensure that you fully understand both the reports and what these are saying about your division’s underlying financial performance.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance



Course aligned to Unit Standard 117156 (4 credits) in the Business Administration Level 4 Qualification.

Unit Standard Assessment is optional but charged an additional fee of R 1, 450 Excluding VAT per delegate.

What you will learn

- Comprehensive introduction to financial terms, accounting methods and the jargon and language of accounting
- Understanding balance sheets, income and other financial statements and learning to draw conclusions, identify trends and highlight problems
- Becoming familiar with the make-up of costs and costing, allowing a better level of control over them
- Analysing the effect of pricing on profitability and looking into the effects of pricing strategies
- Reading and understanding cash flow statements, and the importance of working capital on the success of a business
- Discovering how to prepare, manage and monitor accurate budgets and forecasts
- Applying an increased financial knowledge to improve the quality of financial decisions

Who should attend

Regional Managers, Divisional Managers, , HR Managers, Department Heads, Marketing Managers, IT Staff, Production Managers, Administration Managers, Engineers, Operations Managers, Senior Sales Managers, Procurement /Contracts Managers, Project Managers, Factory Managers, Purchasing Staff, Credit Controllers.



“Its an excellent course and I would definitely recommend it to my colleagues. I was truly amazed by how little I knew about even my own personal finances. A great eye-opener in how budgets and finances in business should be managed.”

- **Executive Assistant,**
Transnet

Course Programme Agenda

Accounting and the Organisation

A brief overview of how this department works, and how it can add value to an organisation's profitability:

- Importance of the Accounting division to the aim of making a profit for the business
- Weekly, Monthly and Annual Statements
- The function and responsibilities of Auditors

Accounting Jargon and Terminology

Understanding the language of accountancy and identifying the way in which accounts are structured:

- Why accountants group things into Assets, Liabilities, Costs and Revenues
- The meaning and use of terms such as accruals, provisions, depreciation etc.
- Methods of depreciating assets, and providing for bad debts explained

Understanding and Analysing the Income Statement

Understanding how the Income Statement can help to plan profits and isolate any negative trends before it's too late:

- Identifying different elements in the Profit and Loss Statement
- Spotting problem areas and trends
- Variable vs. Fixed Costs and how these influence decisions

Working with the Balance Sheet

Correctly interpreted, the Balance Sheet can provide an accurate snapshot of the business. Correct interpretation can lead to spotting opportunities for improving profitability:

- Identifying the different elements in the Balance Sheet
- Understanding the meaning of Provisions, Accruals and Prepaid Accounts
- Spotting problem areas and trends

Investigating Cash Flow and Working Capital

Cash flow problems are still the single biggest reason for business failure. This section explains why cash flow forecasting is essential, even to established corporates:

- The importance of Cash flow
- Working with Cash flow statements
- Methods of influencing Cash flow

The Costing Process

Understanding how costs are made up will enable you to exercise better control over them:

- The accounting method of measuring and attributing costs
- Methods of costing Services vs. Products
- Differentiating between Direct and Indirect Costs

The Role and Importance of Pricing

Knowing the effects of pricing and some options in the pricing strategy will allow you to make informed pricing decisions:

- The effect sales volume and discounting have on profitability
- The effect of Different Sector pricing / Marginal pricing / Bulk discounting
- Contract pricing –Dangers and opportunities

Preparing Accurate and Realistic Budgets

Understand how effective budgeting processes can save time, money and ensure correct results:

- Setting the objectives for a budget exercise
- Options for budget preparation
- The budgeting process outlined
- Linking Budgets to goals
- Working with Budget Variance reports to ensure budgets are achieved

Practical use for Financial Information

Methods are discussed for applying the knowledge of financial information into business management:

- Assessment of the direction the business is moving
- Highlighting problems before they become too large
- Determining Key Performance Indicators to watch
- Practical use of some core Business Ratios



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification*



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

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HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

+27 (0)11 454 5505

info@cbm-training.co.za

www.cbmtraining.co.za

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