



Financial



Introduction to Finance for New Managers



1 Day Course



Classroom or Virtual
Blended Training



About the Course

 **Classroom:** R 4, 650 Excl. VAT | **Virtual Training:** R 3, 940 Excl. VAT

Many managers are promoted through skills in their own field – which may not include much financial exposure.

Having the responsibility of submitting and working to tighter budgets, reducing costs and coming up with ideas for improving profits may have many non-financial managers feeling out of their comfort zone.

This 1-day **Introduction to Finance for New Managers** seminar is not designed to turn non-financial managers into financial experts – but rather to introduce them to finance and accounts. Key topics include the role of the finance function, understanding and interpreting the financial statements and preparing and managing budgets.

Attend this course if you need some basic skills to read and understand financial reports, create better budgets, and monitor financial performance.



[View Public Dates](#)



1 Day



Accessible from any Location on any Device



Certificate of Attendance

What you will learn

- Gain a better understanding of Financial Principles and Terminology
- Understanding how financial information can assist you improve profits for the company
- Reading and understanding financial reports and what they are telling you about your business or division
- Identifying how to spot cost trends and overspending so that these can be focussed on and controlled
- Calculating the estimated profit that will be added by a Sale, Promotion, Marketing Plan or Divisional Initiative
- Conducting your own Break-Even Analysis to be able to set your own targets and budgets
- Understanding the actual effect of discounts and price increases
- An easy-to-use framework to prepare your budgets, and justify them so that they are quickly approved
- Understand and avoid the dangers and pitfalls that are commonly made during budget preparation
- Implementing budgetary control systems such as variance reports and future projections to highlight budget problems as early as possible

This seminar will not turn you into a financial expert – but it will help you understand what questions to ask about the numbers. It will help you get an accurate reflection of the financial side of your business and help you decide where to invest your time and the firm's money.

Who should attend

Attend this course if you would like to be able to read and understand financial reports, create better budgets, and monitor your financial department or organisation's performance. Considered for management positions.



“The course was an eye opener for me. It has taught me to pay more attention to our finances and the impact it can make in my job.”

- **Facilities Manager,**
Durban ICC

Course Programme Agenda

Who is Responsible for Finance?

- What is Financial Management
- The role of the Accounting division to the aim of making a profit for the business.
- The role of operational management in finance

The Key Elements of Finance and Accounts

- What are Weekly, Monthly and Annual statements
- The 5 key accounting principles
- The functions and responsibilities of Auditors

Accounting Jargon and Terminology

- 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

The Costing Process

- The accounting method of measuring and attributing costs
- Methods of costing services vs. products
- Differentiating between direct costs, indirect costs, fixed costs and variable costs
- Relating costs to gross profit and net profit

Understanding and Analysing the Income Statement

- Identifying different elements in the income statement
- Spotting problem areas and trends
- Variable versus fixed costs and how these influence decisions

Working with the Balance Sheet

- Identifying 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

- The importance of managing Cash flow
- Calculating and analysing Cash flow
- Working with Cash flow statements

Using Financial Information

- How to tell how well you are doing
- Checking information with some basic ratios
- Spotting problem trends before they become unmanageable
- Using future projections

Painlessly Preparing Budgets

- Setting the objectives for your budget
- Top-Down and Bottom-Up budgeting
- The budgeting process outlined
- Justifying your budget

Managing and Staying within a Budget

- Compiling a budget Variance report
- Updating your actual spend / achievements

The intention of this intensive one-day course is to assist delegates to break through the mystique of financial management by turning numbers into simple words and pictures that non-financial managers can understand.

Many different financial topics will be discussed in a practical and interesting manner, with the focus on showing delegates what to look for in accounts, and how to use the information contained in financial statements to improve their management of the business.



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



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](#)

[Request a Quotation](#)



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

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