



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Finance for Non-Financial Managers – 3 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and the material covers unit standard 242810 at NQF L4 worth 6 credits and unit standard 114738 at NQF L4 worth 6 credits.



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COURSE OBJECTIVES

Upon completion of this course, the participants should be able to:

- Describe financial management terminology, concepts and principles
- Apply various financial planning techniques such as budgeting, cash-flow projections, cost benefit analysis, variance analysis and cost management
- Analyse and interpret financial management statements and reports such as the balance sheet, income and expenditure statement, budget, cash flow projection, variance analysis and assets register
- Describe valuations and credit management principles and processes
- Explain how financial decisions are arrived at
- Give the basic principles of sound business investment decisions
- Appreciate financial principles of accountability, cost effectiveness, cost efficiency and value for money
- Apply ratio analysis of financial statements and appreciate the advantages and limitations of ratio analysis
- Describe financial management success and failure factors

COURSE OUTLINE

The role of management

- The financial management cycle
- Your Role in the Company Finances

Accounting Terminology

- The Balance Sheet
- Liabilities and Equity
- Profit and Loss Statement (Income Statement)
- Cash Flow statement
- Financial management failure and success factors
- Centralised vs decentralised financial management
- Analysing various accounting ratios



Budget planning and management

- Aligning budgets with management plans
- Format of the budget submission
- Preparing a budget
- Budget and budgeting cycle
- Different budgeting processes
- Strengths and weaknesses of various budgeting techniques
- Cash flow projections
- Forecasting

Asset management

- Revenue management
- Tracking Business Expenses
- Using Accounting Software
- Ethical issues surrounding accounting
- Managing Profit Performance
- Comparing Investment Opportunities
- Credits vs. Debits
- Bookkeeping



Monitoring financial processes and procedures

- Variance analysis early warning system
- Analysis and interpretation of financial statements
- Analysing income statements and balance sheets
- Apply ratio analysis and percentage of financial statements
- Advantages and limitations of ratio analysis

Financial reporting and auditing

- Overview of the auditing function
- The external audit process

COURSE CONTENT

- ✓ Session One: Introduction and Course Overview
- ✓ Session Two: Balancing self, team & society
- ✓ Session Three: Ethics
- ✓ Session Four: Introduction to financial management and strategic planning
- ✓ Session Five: Time Value of Money



- ✓ Session Six: What is finance?
- ✓ Session Seven: Your role and the role of financial players
- ✓ Session Eight: Budgeting
- ✓ Session Nine: Procurement
- ✓ Session Ten: Accounting and Bookkeeping
- ✓ Session Eleven: Expenditure Control, Early Warning Systems & Variance Analysis
- ✓ Session Twelve: The balance sheet
- ✓ Session Thirteen: Liabilities and equity
- ✓ Session Fourteen: Income Statement
- ✓ Session Fifteen: Cash flow statement
- ✓ Session Sixteen: VAT
- ✓ Session Seventeen: Disposal of tangible assets
- ✓ Session Eighteen: Analysing financial statements
- ✓ Session Nineteen: Managing Profit Performance
- ✓ Session Twenty: Comparing Investment Opportunities
- ✓ Session Twenty one: The Human Aspect
- ✓ Session Twenty two: Auditing and Corporate Governance

