

# Finance for Non-Financial Managers

## What Can You Expect?

This course will help you think like an accountant, read and understand the Balance Sheet and Income Statement, analyse financial statements, increase financial performance and gain financial understanding. You will acquire the basic skills to read and understand financial reports, create better budgets, and monitor financial performance within your department.

## Who should attend?

All staff who are required to work with Financial data, statements and budgets.

## 2 Day Course Content

### Accounting Concepts and Principles

- The accounting equation
- Double-sided accounting entry
- Debits and Credits
- Accounting Jargon, terms, language and concepts
- The difference between cash and accrual accounting
- The difference between cash and profit

### Accounting Cycle

- Journal Entries
- The general ledger
- T-accounts
- The Trial Balance

### Balance Sheet

- Analyse the components – assets, liabilities and equity
- Classify Assets and Liabilities – current or non-current
- Compile and interpret a balance sheet

### Cash Flow Statement

- Analyse the components of the cash flow statement
- The difference between cash flows from operating, investing and financing activities
- Interpret the cash flow statement

### Income Statement

- Analyse the components – Income and Expenses
- Profit and Loss
- Direct and Indirect Expenses
- How to calculate gross and net profit
- How to calculate mark-ups and margins
- Depreciation and amortization
- Compile and interpret an Income Statement
- Understand the link between the balance sheet and income statement

### Working Capital Cycle and Financial Analysis

- Analyse the components of working capital
- Consequences of poor working capital management
- How to improve working capital management
- Importance of analyzing financial statements
- Efficiency, liquidity and profitability ratio