



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
Phone: +264-61-401445; Fax: +264-61-401446; Cell: +264-81-3866883; Cell, +264-81-4219013;  
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## Public Sector Financial Management and control

### Course Objectives

On completion on the course participants should be able to:

- Design ways to Management and control use of financial resources
- Come up with expenditure monitoring mechanisms
- Apply excel in budgeting and forecasting
- Link the institutional budget to plans
- Create and Generate financial reports
- Use packages as strategic management tools for, planning, organising, coordinating and control of organisational activities
- Perform assets valuation in the public sector institution

### Target Groups

- Financial Managers and Administrative Officers
- Departmental Administrative Staff
- Senior Finance Officers
- Government Accountants and Finance Policy Makers
- Project Officers and Coordinators
- Economists

### Course Outline

- General Management principles and skills
- Understanding financial management principles
- Government accounting systems
- Institutional Framework for Public Sector Accounting
- Strategic planning
- Financial reporting
- Financial condition and fiscal sustainability
- Integration of strategic plan with budgeting process.
- Budgeting and Budgetary Controls
- Identification and collection of information for budgeting purposes.
- Budgeting and costing
- Capital budgeting and cost-benefit analysis
- Financing governments and Government debt
- Management control
- Budget monitoring and performance management processes.
- Accountability in the public sector
- Budgeting and Budgetary Reforms
- Expenditure Control in Government and Agencies
- Financial Management Strategies in Government
- Accountability – Players, Processes and Scrutiny
- Asset Valuation in the Public Sector
- Financial Risk Analysis

- Setting up control systems
- Setting Public Sector Accounting Standards
- Investment Appraisal Techniques
- Principles of the Medium-Term Expenditure Framework in the budgeting process
- B-Base Management
- Action planning

Dates: 19<sup>th</sup> – 30<sup>th</sup> July 2010

Duration: 2 Weeks

Course Costs: US\$3150

Venue: Windhoek, Namibia



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## Application/ Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers .....

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates .....

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation .....

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_