



Institute for Capacity Development (ICD)

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Accounting Skills for New Supervisor

Course Objectives

Upon completion, participants should be able to:

- Evaluate the financial viability of projects and activities through income statements and balance sheets
- Integrate financial concepts and policies into the management decision and budgeting process
- Improve cost control and working capital management
- Improve planning and budgeting procedures
- Employ cash flow to analyze business status
- Control business operations through effective budget management
- Communicate effectively with financial executives and staff

Target Groups

- Finance Officers
- Assistant and Senior Accountants
- Auditors
- Managers
- Supervisors
- Administrators

Course Outline

- Management Principles and Skills
- Understanding The Importance Of Accounts
- The Business Cycle
- The Basic of Business Finance
- Source of Finance Capital
- The Financial Function
- Financial Management: An Overview
- Important Concepts in Financial Management
- Definition of The Accounting Cycle
- Basics of the Accounting Cycle
- Key Financial Terms
- Analyse, Record, and Post Transactions
- Cash and accrual accounting
- Trial Balance
- Financial Report

- Income Statement
- The Profit and Loss Account
- Income Statement Basics
- Prepare and Interpret an Income Statement
- Balance Sheet Basics
- Prepare and Interpret Balance Sheets
- Management of Liquidity
- Credit Extension and Debt Collection
- Stock Control
- Cash Flow Statement
- Fundamentals of Financial Analysis
- Key Financial Ratios and Ratios Analysis
- Understanding Financial Statements
- Financial Planning and Annual Reports
- Budgeting and Forecasting Techniques
- Types of Budgets
- Budgeting Process
- Purpose of Budgets
- Preparing Budgets
- Budget Plan
- The Human Aspect of Budgeting
- Basics of The Break-Even-Analysis
- IT Skills
- Action Planning

Dates: 05th – 16th November 2018

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Pretoria, RSA