



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
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Website: [www.icdtraining.com](http://www.icdtraining.com)

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## Financial Management for Non Finance Managers

### Course Objectives

On completion of the course, 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

- Sales and Marketing Managers
- Administration Managers
- Technical Managers
- IT Managers
- Operations Managers,
- Business Managers
- Project managers from medium to large organisations.
- Owners/managers from smaller organisations

### Course Outline

- Understanding the importance of accounts
- The Basics of Business Finance
- Financial Management : An Overview
- Accounting cycle
- Basics of the accounting cycle
- Analyse, record, and post transactions
- Trial Balance
- Income Statement
- Income Statement basics
- Prepare and interpret an Income Statement
- Balance Sheet
- Balance Sheet basics
- Prepare Balance Sheets
- Interpret Balance Sheets
- The Profit and Loss Account
- Cash Flows
- Management of Liquidity
- Cash Flow Statement
- Fundamentals of Financial Analysis

- Financial Planning
- Financial Reporting
- Ratio Analysis
- Understanding Financial Statements
- Budgeting and Forecasting Techniques
- Types of Budgets
- Budgeting Process
- Purpose of budgets
- Preparing Budgets
- Budget Plans
- The Human Aspect of Budgeting
- Action planning

Dates: 03<sup>rd</sup> – 14<sup>th</sup> October 2011

Duration: 2Weeks

Course Costs: US\$2950

Venue: Pretoria, South Africa



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## Application/Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

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

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

Phone numbers \_\_\_\_\_

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

Attendance Month/ Dates \_\_\_\_\_

	<b>Surname</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
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: \_\_\_\_\_