



Institute for Capacity Development (ICD)

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Finance and Budgeting for Non Finance Officers

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: 05th – 09th December 2022

Duration: 1 week

Course Costs: US\$2550/delegate

Venue: Pretoria, RSA