



BUSINESS PARTNERS CENTRE, 23 JAN HOFMEYR ROAD
WESTVILLE

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www.kznbusinessstraining.co.za

FINANCE FOR NON-FINANCIAL MANAGERS

US 117156 / NQF Level 4 / Non-Credit Bearing

WHO SHOULD ATTEND

- Managers at all levels
- Office managers
- Administrators
- Finance clerks
- Anyone in business with a need to understand financial statements, ratios and concepts
- Business owners and entrepreneurs

HOW YOU WILL BENEFIT

- Learn the terminology of finance and accounting, including assets, liabilities, expenses, profit and cash flow
- Understand the balance sheet and be able to determine your business's financial position
- Analyse income statements, balance sheets and profit and loss statements in order to evaluate business results and to make informed decisions
- Develop a working knowledge of working capital and cash flow management
- Learn to compile statements of assets and liabilities
- Understand the difference between management reporting and external reporting

WHAT WILL BE COVERED

- Basic bookkeeping and accounting terms
- Debits & credits
- Assets and Liabilities
- Drawing up and understanding the income statement and the balance sheet
- Managing cash flow and working capital
- Developing your own budgets and cash flow forecasts
- Management accounts vs external accounts
- Understanding ratios and their relevance to decision making

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Two Day Course
8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course
sales@kznbtc.co.za or (031) 267 1229 for bookings and further information

TABLE OF CONTENTS

Module 1 Basic Financial Concepts and principles	Module 2 Analysing the elements of a Statement of Comprehensive Income
<ul style="list-style-type: none"> • GAAP and IFRS unpacked • The Accounting Equation and how it works • Double entry accounting • Debits and Credits • Trial Balance • The Income Statement • Building a Trial Balance and Income Statement 	<ul style="list-style-type: none"> • The nature and purpose of an Income Statement examined through various case studies and examples • Understanding income statements • Sources of income and expenditure • Financial viability analysis of an enterprise
Module 3 Basic elements and analysis of a Statement of Financial Position (Balance Sheet)	Module 4 Compiling a Statement of Personal Assets and Liabilities
<ul style="list-style-type: none"> • The purpose of a Statement of Financial Position (Balance Sheet) • Analysing a Statement of Financial Position (Balance Sheet) in terms of equity or financial net worth • Classifying assets in a Statement of Financial Position (Balance Sheet) in terms of fixed and current assets • The concept of a liability and classifying the liabilities in a Statement of Financial Position (Balance Sheet) in terms of long term and current liabilities • Comparing the Statement of Financial Position (Balance Sheets) for an entity over consecutive years 	<ul style="list-style-type: none"> • Compiling a personal statement of assets and liabilities • Situations when an assets and liabilities statement is required
Module 5 Using the evidence in financial statements to make informed financial decisions	Module 6 Further essential financial considerations in business
<ul style="list-style-type: none"> • Analysing the financial strengths and weaknesses of an entity and make suggestions of ways to improve income and reduce costs • The concept of a cost to income ratio and how to improve the ratio • The relationship between turnover, income, revenue, sales and profit including examples • The concept of cash flow in terms of liquidity 	<ul style="list-style-type: none"> • Budgeting • Cashflow • <u>And if time permits, the basics of:</u> <ul style="list-style-type: none"> ○ Income Tax ○ VAT ○ Gearing ○ PAYE

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