

FUNDAMENTALS OF FINANCE AND ACCOUNTING

FAC019

COURSE DESCRIPTION

Recent years have not only brought far-reaching transformation to financial accounting and corporate reporting but the volatility and pace of change in business competition means that it has never been more critical for those that wish to actively engage in the effective management of their Organisations to understand and communicate in financial terms.

This training course will meet the needs of the increasing number of delegates who find they need a working knowledge of finance and accounting to effectively participate in the management process, not only it provides those new to the world of finance with a sound foundation in the language of business but will also serve as an invaluable refresher and update for others that may have studied finance and accounting as part of their previous training.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Understand the principles and practice of finance and accounting
- Develop his skills in analyzing and interpreting financial statements
- Prepare financial forecasts for a range of business applications
- Apply effective techniques to investment decision-making
- Take an informed and active role in budgeting and planning processes

WHO SHOULD ATTEND

- Financial Accountants
- Receivables and Payables Team Members
- Planning and Budgeting Managers
- Corporate Reporting and Investor Relations Staff
- Investment Analysts
- Commercial Managers
- Supply Chain and Procurement Team Members
- Capital Investment and Project Team Members

COURSE DURATION

5 Working Days

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COURSE OUTLINES

1. Foundation Principles

- Stakeholder Needs
- The Function of Finance and Accounting in Modern Business
- Fundamentals of Financial Accounting
- The Five Elements of Financial Statements
- The Purpose, Structure and Format of Financial Statements

2. Analysis and Interpretation of Financial Statements

- The Financial Analyst's Toolkit
- Measuring and Managing - Return On Investment
- Measuring and Managing - Asset Management Efficiency
- Measuring and Managing - Capital Structure and Risk
- Financial Analysis from an Investor's Perspective
- Cash Flow Analysis and Improvement

3. Financial Forecasting Techniques

- Cost Behavior and the Drivers of Profit
- Forecasting Sales Revenue and Profit
- The Drivers of Business Cash Flow
- Forecasting Business Cash Flow
- The Causes and Indicators of Business Failure
- Forecasting Business Distress and Failure

4. Business Funding and Investment Decision-making

- Financial Strategy – Purpose and Elements
- Sources and Cost of Business Finance
- Optimum Capital Structure
- Principles of Capital Budgeting
- Discounted Cash Flow (DCF) Analysis
- A Cash Flow Based Approach to Capital Investment Decision-making

5. Principles of Financial Planning and Budgeting

- The Role of Business Planning and Budgeting
- Common Approaches to Budgeting
- Behavioural Aspects of Budgeting
- Criticisms and Shortcomings in Budgeting Systems
- Replacing Budgets with Rolling Forecasts
- Developing Key Driver Financial Statement Forecasts