

## Finance for Non Financial Managers

For managers without a background in accounting or finance, managing the financial aspects of their business or department can be highly challenging.

This course aims to demystify this part of their role, with clear explanations and practical guidance to give them a real advantage in their day to day business activities

### WHO SHOULD ATTEND?

This course is ideal for any non financial manager who has budgetary or profit and loss responsibility and who needs to improve their understanding and key skills to succeed in this aspect of their role

### WHAT WILL YOU LEARN?

The aim of this course is to provide delegates with a basic understanding of financial reporting, managing cash flow, budgeting and forecasting

### COURSE CONTENT

During this module participants will have the opportunity to...

- ✓ identify the basic principles of accounting, including double entry bookkeeping and the difference between revenue and capital expenditure
- ✓ look at the key elements of financial reporting including the balance sheet and the profit and loss account
- ✓ consider how to construct a cash flow forecast
- ✓ understand 'Cost' and the use of Breakeven
- ✓ identify the key principles in effective budgeting and forecasting
- ✓ look at the differences between audited and management accounts

### TRAINER

Mike Dawson has a comprehensive background in banking and management training gained through a successful career with HSBC bank. His responsibilities included all aspects of lending and risk management through positions ranging from branch management to control functions in specialist HO departments and senior portfolio responsibility for corporate accounts. His training role was that of a Senior Risk Management trainer for HSBC.

Since leaving the bank he has continued a very successful financial training career. He also tutors for the Institute for Financial Services (part of the Chartered Institute of Bankers, the professional body for the banking industry)

## **COURSE INFORMATION**

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Venue: Chamber of Commerce, 53 Bugle Street, Southampton

Duration: 9.15am - 4.30pm

Lunch and course materials provided

## **RELATED COURSES**

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**Credit Control & Telephone Debt Recovery**

**Basic book Keeping and Accounts**

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