Course: **Finance for Non-Finance Professionals**

Contact Hours: **21**

Pre-requisite: **None**

Abstract

This course is focused on the concept of accounting as the basic language of business. Financial accounting is concerned with the manner in which an organization communicates its financial information to the persons (often non-finance personnel) who may make business decisions.

Target Audience

This program is designed specifically for the manager or other professionals with limited exposure to the understanding of financial systems. These people often have budgetary and reporting responsibilities and will perform those tasks much better with a clear understanding of the principles of basic accounting.

Learning Outcomes

Upon completing this course, participants will be able to:

1. Understand the inputs and the collation of financial statements and the role of the finance managers/departments in the production of these statements
2. Prepare the financial budgeting inputs for the units under their management and participate in the overall company - wide budgeting process
3. Analyse and interpret the financial statements using accounting ratios and other available information about the company's performance over one or more periods
4. Evaluate the financial health of your company
5. Prepare Cash flow forecasts
6. Prepare budgets in a manufacturing environment
7. Understand the basic sources of finance available to a company and the benefits of each source

Course Content

Learning Outcome 1: Financial Information
- Role of the Finance Department
- Interrelationship of Financial Statements

Learning Outcome 1: Accounting Definitions and Concepts

Learning Outcome 1: Recording and summarizing financial activities

Learning Outcome 1: Analysis of financial statements

Learning Outcomes 2 & 3: Cash Flow statements

Learning Outcome 5: Cash Flow Forecasts

The Annual Budget: Overall Projections

Learning Outcome 6: Budgeting in a Manufacturing Environment

Learning Outcome 4: Financing the business- Debt and Equity