

**Fundamentals of Finance and Accounting  
For Non-Financial Managers (Advanced)  
(English Material)**

**Course Length:** 40 Hours @ 13 days

IF "You ARE A Manager from any functional area of the organization, this workshop is for you.

**Course structure:** 4 days taught Accounting content followed by 6 days taught Financing content

**How you will benefit?**

You will

- Know and understand key accounting concepts and terminology.
- know the standard components of financial statements and understand the significance of each.
- Be able to apply basic techniques for analyzing financial statements.
- Understand the concept of return on investment (ROI)
- fully understand the budgeting cycle and its role in the planning process.
- Be able to use basic long and short-term financial planning techniques.
- Know how to assess potential projects using discounted cash flow and payback methods.

**What will be covered?**

This highly practical workshop focuses on the core understanding of finance and accounting terms and methods required for non-finance managers at all levels and division. This includes:

- The Language of Finance & Accounting:** definitions, terminology, numbers as a business language, the function of accounting, fundamentals of accounting, accounting for business transactions.
- Accounting Principles and Their Application in Financial Statements:** the environment of financial accounting, basic accounting principles, application of accounting principles, structure of financial statement.
- Financial Implications of Projects:** short, medium and long-term financing, equity financing, leasing, financing programs.
- The Bridge Between Planning and Budgeting:** tools of planning, gap analysis, financial forecasting, short-range budgeting, budgeting as a process, cash budgets, introduction to cost accounting, capital budgeting.

- **Return on Investment:** determination of elements, financial goals, capital investment decisions, types of capital expenditure, payback method, discounted cash flow, present value, capital expenditure evaluation, coping with risk and uncertainty.
- **Key Points In Financial Statements:** income statements analysis, balance sheet structure, funds, flow analysis, key ratios and ratio analysis, working capital, equity.
- **Understanding the Annual Report:** role of the stockholders, equity versus debt financing, return on equity investment, how it all works together for the company, auditors' report.