

**Fundamentals of Finance and Accounting
For Non-Financial Managers
(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.