

Non-profit Financial Management for Public Bodies

Non-profit managers have to strike a balance between creating public value and managing the bottom line. Sound financial management is critical to the long-term health of any non-profit public bodies. Senior Managers leading non-profits need the ability to read financial reports accurately, ask the right questions of their financial officers, and make strategic management decisions based on a solid understanding of the general business principles that apply to all public bodies.

This one-day programme is designed to help managers in non-profit public bodies understand the tools, techniques, and concepts of good financial management.

Aim

To provide participants with a clear understanding of:

- Mission, money, and impact
- Understanding financial statements
- Tools, frameworks and concepts in financial management
- Budgeting and resource allocation

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire.

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest.
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness.
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants.

Sample programme

Agenda

10.00 Welcome and Introductions

- Aims and learning objectives of the day. Participants' aims and experience.

Session 1 Introduction to the fundamentals in the public sector

- International Financial Reporting Standards: Legislation & Developments

Session 2 Interpreting financial statements and reports

Refreshment Break

Session 3 Interpreting financial statements and reports (cont.)

Lunch

Session 4 Annual planning and budgeting

- Contingency planning

Refreshment Break

Session 5 Annual planning and budgeting (cont.)

16.30 Conclusions & Close