

Finance for Non-Finance Managers

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme.

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 <ul style="list-style-type: none"> ▪ Aims and learning objectives of the day
Session 1	Understanding finance and accounting <ul style="list-style-type: none"> ▪ Key concepts and definitions ▪ The key financial statements ▪ Reporting standards ▪ Understanding the jargon
	Refreshment break
Session 2	Financing, Accounting for Assets, Understanding liabilities <ul style="list-style-type: none"> ▪ Where do we get money from? ▪ Capital expenditure ▪ Depreciation ▪ Accruals and why we do things the way we do...
	Lunch
Session 3	Budgeting and Planning <ul style="list-style-type: none"> ▪ Investment appraisal ▪ Budget construction – cost behaviours ▪ Contingency and management behaviour ▪ Where budgeting can go wrong
	Refreshment break
Session 4	Financial management <ul style="list-style-type: none"> ▪ Variance analysis – what matters and what to look for ▪ Year end – closing the circle
Session 5	Learning review and action planning
	Conclusions