

Finance for Non-Finance Managers (Virtual Learning)

Working for a public body goes hand in hand with finding a balance between creating public values and managing the bottom line. Comprehensive financial management is fundamentally imperative to sustain its long-term health, particularly for those that work in public management roles.

For senior managers and those that work in leadership roles, paying attention to detail when reading financial reports accurately, asking the correct questions of their financial officers and making strategic decisions based on an understanding of business principles is essential.

Finance for Non-Financial Managers is a popular online course within our [Financial Management & Commercial Skills](#) series. At the [Civil Service College](#), we tailor our courses to each attendee's role and organisations, ensuring that each delegate gets the most out of the training. Our courses and trainers are continuously updated and evaluated to ensure that we are always delivering the best service possible.

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