

## **Finance for Non-Financials**

### **Course Goals**

This two day course has been designed to meet the needs of non-finance staff and management in order to understand the financial aspects of an organisation, be able to analyse financial statements, understand how finance affects companies and the results, use financial information for decision making, and understand the link between accounting and management.

The seminar is designed for people with no or little financial background. No specific pre-course preparation is required.

### **Overview**

- Familiarisation with the structure and contents of the basic Financial Statements. Using a Case Study, participants manage their business in small groups and prepare:
  - Balance Sheets
  - Profit and Loss Statements
  - Cash Flow Statements
- Relationships between the Financial Statements
- Depreciation
- Familiarisation with the concepts and modern practices in the domain of Cost management. Specific tools introduced are:
  - Break-even analysis
  - Cost of Goods Sold
  - Profit margin management and target pricing
  - Earned Value Management
  - Standard costing and variance analysis
- Specific tools for Long Term Project and Capital Expenditure decisions, and how to use them in investment decisions. The tools introduced are:
  - Payback
  - Net Present Value - NPV (also called Discounted Cash Flow-DCF)
  - Internal Rate of Return – IRR
- Analysis of companies' financial statements using Business Ratios, to support evaluation of the financial health of a company and to identify strengths, weaknesses and risks.
- Reading an Annual Report
- The link between Accounting and Management