

Finance for non-financial managers

What do I need?

The desire to understand the basics of finance and how a business works.

How long is the course?

2 Days

Who should attend?

Anyone who wishes to understand how finance works.

Lesson 1: **The basics of accounting**

What is an accountant?
What is accounting?
Key functions of accounting
Accounting documents
Accounting system
Accounting terms

Lesson 2: **The income statement**

Interpreting the income statement

Lesson 3: **The balance sheet**

The balance sheet formula
Working capital
Current ratio
Debt to total assets ratio

Lesson 4: **The cash flow statement**

Cash flow
How cash flow differs from revenue
The difference between cash flow and profit
Statements of stockholders' equity

Lesson 5: **Budgets**

Forecasting and creating budgets
A Budget
A Forecast
Planning a budget
Planning a forecast
Analysing financial statements to budget accurately
Ratios
Common budgeting problems

Lesson 6: **Business Ethics**

Making ethical business decisions
Law vs business ethics