

Finance for Non-Finance Managers Course



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Duration

Two teaching days

Overview

This two day course aims to equip staff with the confidence to communicate with both colleagues and senior management about business accounting and finance related issues, even if they lack confidence in their mathematical ability. It will do this by firstly providing the participant with a significant amount of knowledge and understanding of financial terminology being used today.

Secondly, it will remove the mystique of financial statements through case studies and examples discussed within the group. The course will help to develop a clear understanding and confidence of applying this knowledge to both generate, and question, financial data. It is intended to have a direct impact on the organisation's performance by making staff more cost and profit aware.

The course will help build an understanding of how to use financial information to support and develop your business area; where you can add value to the financials being created or interpreted; and how to understand the architecture of each set of information and how these can be applied to your business area.

Who is the course for

This course is for managers and leaders who have a desire to understand how financial data is assembled and used within their organisation. This course has been designed to help leaders – and senior managers who are not finance experts – understand financial information and concepts and enable them to perform their roles more effectively and astutely.

Learning Outcomes

On completion of this programme, delegates will:

- Understand and explain the main features which characterize the structure and content of organisational financial information.
- Understand and assess the purpose of, and how to use, performance indicators which measure the financial performance of an organization.
- Identify, analyse and apply appropriate management accounting tools to inform the strategic management decision making process.
- Critically reflect on their use of financial management information within their organizational setting.

Accreditation

Whilst this programme is not linked to a formal qualification, it will contribute to delegate's ongoing personal and professional development.

Agenda

Session 1

Day One: Financial Statements and Sources of Finance

Key themes include:

- Understanding financial statements – statement of financial position / income statements; adjustments-depreciation; sources of finance; key accounting conventions and standards
- Analysis and interpretation of financial statements – profitability, liquidity, working capital, gearing and investment ratios

Session 2

Day Two: Budgeting, Cash Flow and Analysis

Key themes include:

- Operating and capital budgeting techniques and their use in planning and control; cash flow forecast; profit versus cash flow
- Product/service costing/absorption costing/overhead allocation, apportionment and absorption, Break-even analysis

Tutors

Tara Askham

Tara Askham is a qualified lecturer specialising in finance and a Fellow of the Association of Accounting Technicians. As a Finance Director, Tara co-founded multi-award-winning social enterprise Infused Learning and wrote the first Accountancy Access to Higher Education Diploma in the country. She designs and delivers finance courses to companies around the UK including Volkswagen. She inspects colleges' accounting provisions on behalf of the Association of Accounting Technicians and works as a consultant subject matter expert for global accountancy awarding bodies writing and moderating exam material. She wrote the global award-winning ACCA-X finance course and is a published author for Osborne Books. Her experience has led to her role with NatWest as a Social and Community Capital credit panel member. (Part of the independent credit panel to analytically review each charitable proposal for funding). Tara is also a guest Lecturer at Nottingham Trent University.

Tutors

Paul McKie

After graduating from Manchester University with a BA in Economics Paul enjoyed a successful commercial career, first in the City as a Futures and Options trader, and then founding and helping to build a number of successful businesses, two of which are still trading today.

After gaining an MBA at Strathclyde Graduate Business School he became part of the team that built 'Reality Group' into one of the UK's leading ecommerce companies before its successful sale to GUS Plc in 2000. Building on his strong interest in innovation and creativity, Paul developed a specialist stand-alone Consultancy Practice specialising in Lateral Thinking, before entering academia in 2010 as a senior lecturer specialising in postgraduate, executive and work-based learning programmes for business students.

Christine Silvester

Christine Silvester is a qualified chartered accountant, (ICAEW) who runs her own accountancy practice in Warwickshire where she specialises in the provision of accounting and tax compliance services to a range of small businesses. She also provides tutoring, support and guidance to business owners in the understanding and requirements of finance.

After qualifying as an accountant with Coopers & Lybrand in Birmingham Christine briefly worked in financial recruitment before moving to work for BT. During 12 years at BT she worked in various senior financial management roles including Head of Business Planning and Forecasting for one of the divisions in the company which required working with operational teams across the business.

Christine has over 37 years working in Finance and has gained a wealth of experience which ranges from working with large teams and budgets in excess of £1bn to supporting start up businesses including building and running her own successful business for almost 20 years. Christine enjoys sharing these experiences through her various tutoring roles.

