



**MJM Business Solutions Limited**

Management Training and Consulting

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## Finance for Non Financial Managers ( Two days)

### Overview

Financial information drives all major business decisions but many people are not financially trained or find finance complicated and confusing. This one day module is a great introduction to finance and gives delegates an insight on how their business or organisation is affected by costs, how it produces and uses financial information. It is a must for anyone who requires knowledge of business finance.

Above all, this programme puts financial management into the context of your particular organisation.

### Training objectives

The objectives of this course are to:

- Help participants understand and interpret financial information.
- Remove the myths and fears that surround finance
- Understand the financial implications of your plans and decisions.
- Demonstrate the importance of accurate costing and stringent cost management

### Audience

This course is designed for individuals running their own business and for anyone who requires a knowledge of business finance as part of their role.

Whether you are new to your role or have some experience but little formal financial training this course will help you quickly improve your financial capabilities.

## Format

This 2 day course will utilise a number of learning approaches including workbook exercises, slide presentation, small group problem solving, questions and answers, team tasks and presentations. Individual feed-back and action planning will be incorporated

## Workshop Structure

### Legal Requirements

#### The Audit

- Annual Report and Accounts
- Accounting Policies Principles and Concepts

#### Accounting Terminology

- Profit & Loss Accounts
- Balance Sheets
- Budgets
- Cash Flow Statements
- Depreciation
- VAT

#### An overview of the Business Cycle

- Forecasting
- Planning
- Costing
- Budgeting
- Measuring and Monitoring and Reviewing Performance
- Controls

#### Using Financial Information to Drive Performance

- Cost Behaviours
- Budget Variances
- Profit Centres
- Controlling Costs
- Investment Decisions
- Financial Ratios

Risk Management

Glossary of Financial Terms

Feedback and Action Planning

Our trainers bring with them a wealth of experience in the subject. Our approach is professional and relaxed to quickly build confidence, delivered by trainers who have consistently exceeded expectations in their own careers. We expect participants to be fully involved in the process, be enthusiastic and work hard to change their behaviours and to incorporate new learning