



Finance for Non-Finance Managers

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PROGRAM OVERVIEW

Overview	This intermediate level workshop builds on a basic understanding of finance and accounting enabling managers to meet their financial responsibilities more confidently. Participants will gain a thorough understanding of financial statements, budgeting and forecasting, and accounting principles, rules and compliance obligations.
Who is it for?	Non-financial practitioners seeking a better understanding of financial concepts, language and tools to assist in managing budgets successfully
Duration	2 days
Delivery	Face-to-face training workshop Work-based activities, including presentations, group work and case studies
Learning Outcomes	<ul style="list-style-type: none">• Understand how funding allocations are developed and how to influence them• Know the rules about expenditure, including regulations and Acts governing the use of different types of funds• Prepare unit budgeting, including salary budget; for example: components of budget, classifications of staff, treatment of leave allocations• Prepare budget planning including the ability to provide cost-benefit analyses of various options, account for employee expenses, plan cash flow over time and focus on a realistic basis for planning• Understand budget development approaches; for example, zero-based or incremental, accounting for telephone/leasing costs• Prepare budget performance reporting• Understand internal controls and monthly reporting• Manage across several project budgets and identify from financial reports when allocated funds should be re-allocated.

Please contact us on 1300 950 251 for further information and booking enquiries.



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