



Training Seminars & Conferences


An Intensive 5-Day Training Seminar On

Accounting & Finance for Non-Financial Professionals

Sources, Uses & Management

15 - 19 Aug 2021, Dubai
19 - 23 Dec 2021, Dubai



 View Details

www.euromatech.com

An ISO 9001:2015
and ISO 29993:2017
Certified Company

Accounting & Finance for Non-Financial Professionals

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INTRODUCTION

Do you ever get the feeling that finance professionals are speaking a completely different language to everyone else in your business? Well, you can rest assured that you are not the only one. In fact, Accounting and Finance for Non-Financial Professionals training course has been developed for precisely this reason. No one in business will succeed if they are not financially literate – and no business will succeed without financially-literate people.

Success in financial management goes by the internationally recognised name Accounting and Finance for Non-Financial Professionals, and is considered as a must for anyone taking up employment in business or administration. It is designed to give delegates a great grounding in accounting and how it can contribute to effective management through using accounting and finance information in supporting financial analysis, valuation, and decision making in various contexts.

During this comprehensive EuroMaTech training course Accounting and Finance for Non-Financial Professionals, delegates will enrich their understanding of two main set of knowledge and skills:

- *Knowledge Outcome* – You will be able to cultivate knowledge about sources, uses and management of finance and how accounting is used for planning, control, decision making.
- *Intellectual / Transferable Skills* – You will be able to describe sources and uses of finance and prepare and analyse information for management decisions to maintain the financial sustainability of the business.

WHO SHOULD ATTEND?

The Accounting and Finance for Non-Financial Professionals training course is suitable to a wide range of audience, especially:

- Non-Financial Managers
- Heads of Departments
- Accounts Administrators and Assistants
- New Accounting Staff
- Non-Financial Executives
- Other related staff who need Accounting knowledge

PROGRAMME OBJECTIVES

EuroMaTech's Accounting and Finance for Non-Financial Professionals training course gives delegates a sound understanding of financial reports, measures and techniques to make them even more effective in their roles. It will enable delegates to:

- Overcome the barrier of the accountants' strange language
- Improve their understanding of your organization's finance function
- Understanding the content of, and relationships between, primary financial statements (income statement and balance sheet)
- Radically improving their planning, controlling and budgeting skills
- Be much more aware of the impact of their decisions on the performance of your organization
- Identifying the main sources of finance available to a business
- Identifying the main elements of working capital
- Using comparative ratio analysis to pinpoint areas of concern



TRAINING METHODOLOGY

This EuroMaTech Accounting and Finance for Non-Financial Professionals training course will combine presentations with interactive practical exercises, supported by visual materials, activities, discussions and examples. Delegates will be encouraged to participate actively in relating the principles of accounting and finance and their implications on the financial performance to the particular needs of their workplace.

Relevant case studies will be provided to illustrate the application of each concept in an operating environment. Each learning point will be reinforced with practical exercises. Advanced analytical concepts are minimized wherever possible and presented in a visual way that is easy to understand with examples demonstrated.

In addition, active participation by all delegates through a combination of direct instruction, analysis and evaluation of practical case studies, examples and exercises to illustrate application of the standards as well as current and future issues and other “real life” examples will be encouraged.

PROGRAMME SUMMARY

This EuroMaTech training course – Accounting and Finance for Non-Financial Professionals – introduces delegates to the essential knowledge and skills in Accounting and Finance that they will need as professionals, considering that they are general business learners – not financial managers.

This Accounting & Finance for Non-Financial Professionals training course will develop learning in stages; starting from familiar ideas about money and business, it moves through internal Accounting issues like budgets then show the key ideas in financial statements, giving an overview of the sources and uses of Finance required for a sustainable organization. Finally, introducing some basis financial ratios that are crucial in making financial and credit decisions.

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

PROGRAM OUTLINE

DAY 01

Introduction to Accounting and Finance

- What are accounting and finance
- How are the users of accounting information?
- Why do I need to know anything about accounting and finance?
- Accounting as information system
- Financial accounting and management accounting
- How is business managed?
- What needs to be accounted for in the context of a business model?
- Key accounting concepts
- Assets, liabilities and equity
- Accounting equation
- How does the value of capital change
- The Accounting cycle
- Accounting Policies and Underlying Assumptions
- Examples, Problems and Illustrative Case Studies

DAY 02

Measuring and Reporting Financial Position and Financial Performance

- The major financial statements- an overview
- The statement of financial position (*balance sheet*)
 - » Current assets and liabilities
 - Inventory / Stock
 - Receivables
 - Payables
 - » Non-current assets
 - Property, plant and equipment
 - Depreciation
- Intangible assets
 - » Patents and licences
 - » Goodwill (*introduction to group accounts*)
 - » Amortisation and impairment
- Income Statement (*the Statement of Financial Performance*)
 - » Recognizing revenue
 - » Recognizing expenses
- Examples, Problems and Illustrative Case Studies

DAY 03

Planning and Controlling - Costing and Budgeting

- Understanding cost structure and behaviour
- Costs as a relationship to outputs – *cost / volume / price relationship*
- Fixed costs vs variable costs
- The concept of contribution margin
- Break-even analysis for planning and control
- Nature and purpose of budgets for planning and control
- Types of budgets and budgeting
- Budgetary control and variance analysis
- Budgeting for non-financial measures – *Key Performance Indicators and the Balanced Scorecard*
- Examples, Problems and Illustrative Case Studies



DAY 04

Financing a Business and Making Investment Decisions

- Source of finance
 - » Sources of internal finance
 - » Sources of external finance
- Long-term vs short-term borrowing
- Financing decisions
 - » Debt vs equity
 - » Types of share and share issues
- The nature of investment decisions
- Investment appraisal methods
- Accounting rate of return (*ARR*)
- Payback period (*PP*)
- Net present value (*NPV*)
- Why NPV is better
- Internal rate of return (*IRR*)
- Examples, Problems and Illustrative Case Studies

DAY 05

Accounting Information and Financial Analysis

- Identifying key success factors in an industry sector
- The analysis framework
 - » Profitability
 - Growth
 - Margins
 - Earnings per share
 - » Efficiency
 - Working Capital Days
 - Cash Cycle
 - Short Term Financing
 - Return Ratios
 - » Liquidity
 - Current Ratio
 - Quick Ratio
 - Interest Cover
 - » Solvency
 - Gearing
 - Leverage
 - Investor Ratios
 - Dividend Yield
 - Total Shareholder Return
- Examples, Problems and Illustrative Case Studies



Accounting & Finance for Non-Financial Professionals

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✓	Date	Venue	Fee(\$)
	15 - 19 Aug 2021	Dubai	US\$4,950
	19 - 23 Dec 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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