

## Finance for Non-Financial Professional

*Geneva (Switzerland)*

*2 - 6 December 2024*

UK Training

**PARTNER**



## Finance for Non-Financial Professional

Code: FA28 From: 2 - 6 December 2024 City: Geneva (Switzerland) Fees: 4700 Pound

### Introduction

To succeed at any employment level and position, knowledge of basic financial principles is critical. 'Finance for non-Finance Professionals' transforms financial and accounting concepts into decision-making tools you can use successfully every day. You will learn to apply the fundamentals of finance to improve budget management, increase potential profits, and assess the financial performance of business activities. You will also understand the terminology used by accounting and finance staff and will feel more confident when being involved with them or using them. This course will help you do a better job and prepare you for senior management positions where financial awareness is crucial.

### Course Objectives of Finance for Non-Finance

- Define the four key financial statements: balance sheet, income statement, cash flow, and changes in owner equity
- Define key financial terms such as profit, margins, and leverage used in organizations
- Interpret the financial health and condition of a company, division, or responsibility center and use financial information for management and evaluation
- Distinguish between accounting and finance and explain the finance role in running businesses
- Prepare a company's operating budget and relate it to the organization's strategic objectives
- Apply capital budgeting techniques and cost-volume-profit analysis to enhance decision making

### Finance for Non-Finance Course Outlines

#### Day 1

##### The key financial statements

- Understanding the accounting cycle
- The five main accounts in financial statements
- Income statement: a tool for performance measurement
  - Accrual basis versus cash basis
- Balance sheet: a tool for financial position
- Statement of owners' equity
- Statement of cash flows: cash is king
- Wrapping up: the cycle of financial statements
- External and internal auditors' responsibilities

#### Day 2

##### Analysis of financial statements

- Why are ratios useful?

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The board is white and black squares. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training  
**PARTNER**

- Horizontal and trend analysis
- Vertical analysis: common size statements
  - Common size financial statements
- Building blocks analysis and reading through the numbers:
  - Liquidity ratios: ability to settle short-term dues
  - Solvency ratios: ability to settle long-term dues
  - Activity ratios: the ability to manage assets efficiently
  - Profitability ratios
  - Limitations of financial ratio analysis

## Day 3

### Working capital management

- Definition of working capital and working capital management
- Working capital management strategies for current assets
  - Balancing profitability and liquidity
- Working capital management strategies for current liabilities
  - The trade-off between profitability and certainty

### Breakeven analysis and decision making

- Defining fixed costs
- Defining variable costs
- Contribution margin formula
- Computing breakeven point
- Sensitivity analysis: changing assumptions

## Day 4

### Operating budget process and techniques

- What is the operating budget?
- Steps to budget development
- Master budget components
  - Sales forecasting
- Approaches to budgeting
  - Incremental budgeting
  - Zero-based budgeting
- Budgetary control and correction

## Day 5

### Capital budgeting: the investing decisions

- Examples of exercises involving capital budgeting
- Time value of money: a prerequisite for investing decisions
- The required rate of return for investments
- Examples of cash outflows for capital projects

UK Training

**PARTNER**



- Examples of cash inflows for projects
- Net present value calculation
- Internal rate of return

Recap: the concept of financial management

- Accounting versus finance: rules and responsibilities
- Three pillars of finance
  - Financing decisions
  - Investing decisions
  - Operating decisions

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### Africa



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training  
**PARTNER**

## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

