



Derek Hendrikz Consulting Presents:

Financial Management for Non Financial Managers

Duration:	2-days
Max. Participants:	20
Facilitators:	1
NQF Level:	5
Total Credits:	4
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

The Financial Management for Non Financial Managers programme is designed to give participants the necessary knowledge and skills in order to understand and implement basic financial management principles. These principles include the understanding of financial statements and ratios, preparing of an operating budget and sound financial analysis to help with decision-making.

The following areas are covered during the programme:

- Principles of healthy financial management
- The management process and accounting
- Financial statements
- Key concepts of Cost Management Accounting
- Assets and ownership
- Income and profit
- Cash flow
- Financial measurement
- Key concepts of Budgeting

The workshop outcome:

On completion of this workshop the participant should be able to apply the basic principles of financial management and financial management concepts.

SETQAA Accreditation:

If assessed competent in the unit standard below the learner will be awarded credits towards the National Certificate in Management (ID: 24493).

Unit Standards:	Unit Standard Number:	Credits:
Apply financial analysis.	15236	4

Participants will be assessed on the following specific outcomes:

1. Explaining financial analysis
2. Calculating ratios to measure profitability and resource utilisation
3. Calculating ratios to measure viability
4. Identifying growth opportunities through financial results and reporting the results of financial analysis.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own environments, thus ensuring that the learning is anchored at their workplace. Most of the interactive learning will take the form of simulated exercises and case studies where participants will demonstrate the skills taught. As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Programme:

Time:	Day 1:	Day 2:
08:00-10:00	Introduction to Financial Management & Financial Statements	Cash flow & Financial measurement
10:00-10:30	<i>Convenience Break</i>	
10:30-12:30	Assets & Ownership	Introduction to Cost and Management Accounting
12:30-13:30	<i>Lunch</i>	
13:30-15:00	Income & profit	Working with Budgets
15:00-15:15	<i>Convenience Break</i>	
15:15-16:00	Day Review	Day Review & Programme Evaluation

Who Should Attend?

- Senior and middle managers.
- Supervisors.
- Business owners.
- Any person interested in knowledge and skills in the area of financial management.

Day 1:

Introduction to financial management & financial statements:

- Understanding financial management.
- The general ledger.
- Accrual accounting.
- Principal financial statements.

Assets & ownership:

- | | |
|-------------------|--------------------------|
| ■ Current assets. | ■ Current liabilities. |
| ■ Fixed assets. | ■ Long-term liabilities. |
| ■ Other assets. | |

Income & profit:

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|--------------------------|------------------------|
| ■ The income statement. | ■ Operating income. |
| ■ Sales & cost of sales. | ■ Income before taxes. |
| ■ Gross profit. | ■ Net income. |
| ■ Operating expenses. | ■ Earnings per share. |

Day 2:

Cash flow & financial measurement:

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|-----------------------------------|-----------------------------------|
| ■ Net profit vs. net cash flow. | ■ Cash from investing activities. |
| ■ The cash flow cycle. | ■ Measuring net worth. |
| ■ The cash flow statement. | ■ Measuring profitability. |
| ■ Cash from operations. | ■ Measuring financial leverage. |
| ■ Cash from financing activities. | ■ Measuring productivity. |

Introduction to cost and management accounting:

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| ■ Fixed vs. variable cost. | ■ Standard cost. |
| ■ Controllable & uncontrollable cost. | ■ Manufacturing cost. |

Working with budgets:

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|---------------------------------------|-----------------------|
| ■ Budgets, forecasts and projections. | ■ The budget process. |
| ■ Budgeting cost. | |

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