

2 – DAY ACCOUNTING & FINANCE FOR NON-FINANCE MANAGERS



Course Outline - Part 1

MODULE 1: WHAT ARE FINANCIAL STATEMENTS (FS)

- Purpose of FS
- The users of FS
- Accounting Conventions
- Limitations of FS

MODULE 2: KEY COMPONENTS OF FS

- Income Statement
- Statement of Financial Position
- Statement of Owners Equity
- Statement of Cash Flow

MODULE 3: DOUBLE ENTRY ACCOUNTING

- Debits & Credits
- T Account
- Journal and Ledger Accounts
- Trial Balance

MODULE 4: ACCRUAL ACCOUNTING CONCEPT – GAAP

- Basic principles on revenue recognition
- Accounting profit versus real profit
- Accounting risks in income statement

MODULE 5: KEY AREAS IN THE ANALYSIS OF FINANCIAL STATEMENTS

- Financial ratios
- Operating cycle and working capital
- Company's net worth
- Financial leverage (gearing)
- Debt versus equity
- EBITDA
- Depreciation
- Contingent liabilities
- Creative accounting
- Fair value concept
- Asset Impairment

MODULE 6: CASH FLOW PROJECTION ANALYSIS

- Understanding of cash flow
- Financial drivers of cash flow
- Purpose of cash flow projection
- Downsides of cash flow projection

MODULE 7: FINANCIAL STATEMENTS OF DIFFERENT INDUSTRIES

- Main business characteristics of each industry
- Key risk issues of each type of business

MODULE 8: NON - FINANCIAL PERFORMANCE INDICATORS (NFPI)

- Definition of NFPI
- The importance of NFPI in the assessment of the performance of a company

MODULE 9: REPORTING OF FINANCIAL STATEMENT

- Who is responsible for preparation of FS
- Role of external auditors
- Types of audit opinion
- Fraudulent financial reporting in FS

