

THE IN-HOUSE TRAINING COMPANY

Unpuzzling finance

Overview

Finance doesn't have to be a puzzle.

And if you want to get anywhere with your career, it had better not be!

Whatever your role, you have an impact on the financial wellbeing of the organisation you work for, whether you've got specific financial responsibilities or not.

This thoroughly practical, fun and enjoyable one-day workshop will help unpuzzle finance for you. It's an ideal opportunity to master the terminology, get to grips with the concepts, learn how 'the finance department' works and understand the part you play.

Learning objectives

This course will help participants:

- Appreciate the role and importance of Finance within organisations
- Be able to recognise and describe some of the common items and jargon used
- Identify the elements of the Profit & Loss and the Balance Sheet
- Understand cashflow
- Make better decisions
- Manage budgets

Who should attend?

Anyone involved in spending money, generating income or managing/controlling a budget.

Course format

This is a fun day. It's nothing to be afraid of. You will enjoy it!

Prerequisite

A basic level knowledge of Excel is required.

Special features

This programme works best when reference can be made to real-life examples from within your organisation. Some co-ordination in advance with the trainer can make all the difference.

Expert trainer

Author of *Unpuzzling Finance*, **Zahoor** Bargir is a personable and versatile trainer who is experienced in delivering training that is interactive, effective and fun. A qualified accountant by profession, he worked in numerous sectors before specialising as a trainer.

Drawing on his extensive industry experience, Zahoor takes a very pragmatic approach to training whereby participants are encouraged to share their own thoughts and experiences. Having worked at some of the largest companies in the world, such as PwC, DIAGEO and UNICEF, as well as start-ups and other SMEs, has made it easier for him to train staff from a variety of sectors. His clients include Transport for London, Channel Four, ABN AMRO, Capita PLC, Wincor Nixdorf, Sony, HM Prisons, Fullers Brewery, Companies House, numerous county councils, HM Treasury and the Civil Service.

Zahoor's programmes get excellent feedback, eg:

- 'Who knew finance could be made so interesting... Zahoor really got our group engaged.'
- 'Finance always seemed a bit daunting but Zahoor made it very straight-forward and simple to understand. A really valuable workshop and use of time for any manager.'
- 'Out of the many trainers I have worked with in my time, Zahoor stands out as being one of the best! He has this amazing ability to convey difficult finance related topics to audiences in a way that's very easy to grip and understand.'

Workshop outline

1 Introduction

- Expectations
- Terminology
- Key financial principles
 - Accruals
 - Consistency
 - Prudence
 - Going concern

2 The three main financial statements

- Profit & Loss account
 - Income
 - Cost of sales
 - Gross profit
 - Administrative expenses ('overheads')
 - Net profit/(loss) for the financial year (the 'bottom line')
 - P&L format
- Balance Sheet
 - Terminology

- Fixed Assets
- Current Assets
- Current Liabilities
- Long-term Liabilities
- Capital
- B/S format
- Cashflow Statement
- Financial and management information systems

3 Budgets and forecasts

- Why budget?
- Types of budget – incremental or zero-based
- Budgeting for costs – fixed and variable
- Budgeting for income
- An eight point plan for budgeting for your department
- *Case study: Small Brother Ltd*
- Problems and solutions

4 Accruals

- Accruals – what and why?
- Prepayments

5 Open forum

Any questions?

Please just give us a call on 01582 463463 – we're here to help!
Or visit www.theinhousetrainingcompany.com