

## FINANCE FOR NON-FINANCIAL MANAGERS 2 Days

Virtual | Blended | Online | Classroom

*(Credits gained towards Further Education and Training Certificate: Generic Management, NQF 4)*

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### 1. UNIT STANDARD

#### Interpret Basic Financial Statements

Unit Standard:	117156
NQF Level:	4
Credits:	4

#### Manage Expenditure against a Budget

Unit Standard:	242810
NQF Level:	4
Credits:	6

### 2. PROGRAMME OVERVIEW

The health of a business is measured by its finances. Every business has specific people looking closely at its finances, deciding where it's best to allocate resources. And every business has staff for whom the "money matters" are simply not a concern. However, when the gulf between these different groups grows too large, the business can find itself in real danger of falling apart. Therefore, it is tremendously beneficial for a business to have non-financial managers that are equipped with financial skills that help bridge that gap.

The **Finance for Non-Financial Managers** course is designed to equip non-financial managers with the knowledge to interpret an income and expenditure statement, to analyse a balance sheet, and to use information in financial statements to make informed business decisions. The Budgeting process is explained in terms of the importance and benefits thereof using the necessary budgeting techniques.

### 3. LEARNING OUTCOMES

At the end of the **Finance for Non-Financial Managers** course, delegates will be able to:

- Analyse the elements of an income and expenditure statement in order to assess the viability of an enterprise
- Analyse the elements of a balance sheet and to evaluate it in terms of owner's equity, assets and liabilities
- Use the evidence in financial statements to make a financial decision by applying applicable ratio's
- Participate in the budgeting process to assist with achieving the organisation's strategic objectives

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***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, ICDL, IMM,  
MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

#### 4. TARGET AUDIENCE

The workshop will benefit all non-financial managers, in every functional area of responsibility and from all industries, who need to enhance their financial skills.

#### 5. OUTLINE

An Overview of Finance: The Bookkeeping Process with Emphasis on the General Ledger	An Overview of Finance: Interpreting Financial Statements	Budgeting: Understanding the Budgeting Process
Assets	Analyse and Interpret the Income Statement	Utilize the budget and set the required objectives
Expenses	Analyse and interpret the Balance Sheet	Identify tasks, determine the resource cost allocation
Drawings		
Liabilities	Using a trial balance to compile an income statement and balance sheet	Use historically based, zero based and activity-based budgeting as techniques to compile budgets
Income		
Capital	Understand the Business/Working Capital Cycle	Monitoring and controlling a budget
	Apply different ratios to measure profitability, liquidity, activity and gearing	Corrective action

#### 6. TRAINING METHODOLOGY

All training interventions can be facilitated via Online, Virtual Instructor-Led Training, Face-to-Face, or through a Custom Blended approach.

Demonstrations, role-plays, experiential exercises, discussion activities and videos are used to encourage participation among delegates.

Upon course completion, a report will be provided with the facilitator's feedback on the delegate's performance which identifies areas for further development

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## 7. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

**Further Education and Training Certificate: Generic Management, NQF 4**

You might also be interested in the following courses. Click on the course name to learn more, or get in touch directly on 010 612 0679 and [info@tlo.co.za](mailto:info@tlo.co.za)

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