



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Finance for non financial managers

Learning Outcomes

This course will enable you to:

- Identify and solve problems through making recommendations to address discrepancies.
- Work effectively with others when gathering information for financial ratio analysis.
- Organise and manage oneself and one's activities when calculating ratios and reporting findings.
- Collect, evaluate, organise and critically evaluate information when monitoring expenditure against budget.
- Communicate effectively with stakeholders in written reports.
- Use science and technology formulating a capital budget.
- Demonstrate an understanding of the world as a set of related systems showing how the results of the unit impact on the whole entity

Outline

Demonstrating an Understanding of the Key Concepts of Managerial Finance.

- The accounting cycle is explained by means of a diagram.
- The role of budgeting and forecasting in the strategic planning process is explained with reference to the manager's specific organisational context.
- The accounting conventions applied in the financial management of a unit are explained with examples.
- The financial reports published by the manager's entity are explained with examples.

Interpret Financial Statements.

- Financial statements are analysed, using data sources identified and evaluated for authenticity and accuracy.
- The ratios are applied to measure the profitability and liquidity of an entity
- The ratios are applied to measure the working capital and asset utilisation of an entity.
- The ratios are applied to measure the return of an entity.
- Recommendations are made regarding the profitability of, liquidity, working capital, return, and resource utilisation by the entity using the results obtained from the



Describe and Prepare Financial Forecasts.

- The types and formats of financial forecasts are identified with examples.
- Sources of financial forecasts are identified as per the entity's standard practice.
- Factors in preparing financial forecasts are outlined in line with entity's standard operating procedures.
- Relevant factors are incorporated in the preparation of financial forecasts.
- Financial forecasts are analysed to determine viability against the entity's requirements.

Draft Budgets According to the Operational Plan of the Unit.

- Budget plans are linked to operational objectives
- Operational objectives are established in line with the unit's strategic plan.
- The budget is formulated according to standard operating procedures.
- Drafted budget is reviewed, reflected on and modified to ensure alignment to the operational plan of the unit.

Supervise Financial Management of A Unit against Given Requirements.

- Monitoring systems are agreed and adhered to, according to standard operating procedures.
- Expenditure reports are monitored for the year for each team within the unit against given criteria.
- Corrective actions are implemented where necessary in accordance with the entity's policies and procedures