

# Finance for Non Financial Managers

## Course Objectives

**Aim: to understand organisational finance so that you can use the information to improve performance**

### The business cycle

- ▶ How money flows in a business

### Business objectives

- ▶ How financial data is used to achieve targets

### The key documents

- ▶ Profit and loss statements
- ▶ Cash flow statements
- ▶ The balance sheet

### Accounting policies

- ▶ How to stop abuse

### Key financial ratios

- ▶ How to use them effectively

### Management of:

- ▶ Working capital
- ▶ Cash flow
- ▶ Cost control or reduction
- ▶ Improving margins and sales
- ▶ Break even analysis

### Capital investment techniques

- ▶ How to make the best decisions

**“Money makes the world go round.....”**

This workshop takes the fear out of finance by giving delegates the knowledge to interpret information, identify warning signals and make quality decisions.

### Programme style

- ▶ Management exercises
- ▶ Interactive and lively

### Pre- course work

- ▶ Bring appropriate documents from their organisation
- ▶ Pre course questionnaire

### Follow up work-based activity

- ▶ Design an action plan which will clearly state the financial measures to be reviewed and when

**Two day course**

**Yarnfield**