



FINANCE FOR NON-ACCOUNTANTS

Duration

7 hours (1 day program)

Benefits

Finance for non-accountants will help individuals understand financial and accounting principles that are applied in the workplace and in everyday business. Our course will provide you with:

- An understanding of the fundamental concepts of accounting.
- The ability to make sense of journals, ledgers and financial statements.
- Knowledge that will help you to understand and contribute to financial conversations.
- Confidence in financial matters.

Program Content

- Getting started
- Users and suppliers of financial information
- Financial statements
- Explanation of income statements
- The Accounting Process – assumptions and principles
- Recording transactions

Outcome

- Become aware of the common financial statements and their purpose, namely profit and loss statement, balance sheet and cashflow statements.
- Become aware of accounting concepts, assumptions, and conventions.
- Understand the relationship between management reporting and bookkeeping by:
 - Having a sound understanding of double entry bookkeeping
 - Apply its principles in recording transactions
 - Detecting and correcting errors