

Finance, Accounting & Tax

Demystifying Finance

Course Details

Price

£607.50

CPD Points

24.00

Length

3 half day sessions (09:00-13:00)

Course Overview

This comprehensive course (formerly known as Finance for the Non-Finance Manager) has been designed to provide those working in management from a non-accountancy background with all of the tools they will need to master the essentials of company accounting and bookkeeping. This course (in its entirety) aims to demystify the world of finance so that you can be confident in your own understanding of the information presented to you by company accountants.

This course will help you identify and interpret financial data, and other relevant information. In addition, where possible, the tutor will aim to use examples relevant to each attendee's specific profession to provide maximum gain from the sessions.

Whilst this course has been designed as a series you are free to book on one or more sessions depending on your personal needs and requirements.

This can be done on the individual course pages as follows:

- **Essential Accounts**
- **Management Accounts – Back to Basics**
- **Understand and Interpret Data like a Pro!**

Flexible learning that works for you

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Course Content

Session 1 – Essential Accounts

In this session you will learn to translate accounting terminology, learn the basics of bookkeeping and discover the essentials of financial accounting.

You will be given a thorough overview in:

- The background of accounting standards, terminology and audits
- The basics of bookkeeping, including account preparation examples
- Financial accounting essentials and theory

Session 2 – Management Accounts - Back to Basics

In this session you will learn how the provision of financial data and advanced forecasting to companies can help in the organisation and development of that company's business. You will go over the basics of budgeting, forecasting and cash flows.

You will be given a thorough overview in:

- The basics of budgeting
- The basics of cash flow
- Introduction to management accounting concepts and forecasting
- The chance to review a case study showing budget, cash flow and feedback

Session 3 - Understand and Interpret Data like a Pro!

In this session you will learn the importance of financial analysis and how the process of evaluating businesses, projects and other finance related data can determine their performance and suitability.

You will also examine the key areas of financial statements and how to review and interpret them through an interactive review exercise.

You will be given a thorough overview in:

- Financial analysis basics
- Management information systems (MIS) and board reporting basics
- Project analysis
- The chance to review a case study dealing with project analysis

- How to review and interpret the results within a set of the Financial Statements

Schedule

Session 1 - 4hrs

Half Day Session 1

Session 2 - 4hrs

Half Day Session 1

Session 3 - 4hrs

Half Day Session 2

Session 4 - 4hrs

Half Day Session 2

Session 5 - 4hrs

Half Day Session 3

Session 6 - 4hrs

Half Day Session 3

Benefits

This course has been designed as three standalone sessions covering key topics in each which can be taken individually or as a complete series to enable you to choose the topics most relevant to you and your business. Over the course of three sessions you will be provided with an overview of:

- Accounting terminology
- Bookkeeping
- Financial accounting
- Management accounting
- Forecasting
- Budgeting
- Cash flows
- Financial and project analysis

- Management information and board reporting

The course is aimed at those wishing to improve their knowledge of basic accounting and understand the underlying principles of management accounting and budgeting.

The course will also look at a number of other relevant topics that non-financial managers should be aware of.

This course has been developed for the GTA University Centre and focuses on both the finance and commercial sector.

At the end of this three session course you will have a comprehensive knowledge of the types of financial data you will need in a business and how best to interpret them. You will finish this training with all of the tools they need to understand the basics of finance, demystifying the information presented to them so that they can confidently translate and analyse whatever comes your way.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Victoria Le Poidevin

Vicky Le Poidevin FCA, Dip IoD regularly provides interactive and engaging training sessions to a wide range of financial services and commercial delegates. Vicky continually adapts her training style to suit the variety of delegates that attend her courses, and she actively enjoys running training for all levels of experience including parties at the beginning of their career, directors looking to continually enhance their skills and all parties in between looking to upskill or get ahead in their career. Vicky's training is underpinned by practical, real-life examples that leverage her 20 plus years' experience in the financial services sector. Vicky believes that delegates learn by doing, so she tries to include practical exercises into her courses to ensure the learning experience remains interesting, relevant, and engaging. As well as running numerous training courses, Vicky is a management consultant and has worked with numerous businesses on multiple projects, giving her a unique knowledge and experience to enrich her training. Vicky's generalist financial services

experience also includes 10 plus years of auditing and accounting with a big four firm /regional firm and holding senior roles in both the Fund and Trust sector.