





# Course: Fundamentals of Finance & Accounting

Code	City	hotel	Start	End	price	Hours
170	Manama (Bahrain)	Hotel Meeting Room	2024-08-11	2024-08-15	2950 €	25

## Introduction

Financial skills and knowledge are vital for all managers in all organisations. A more challenging business and economic climate and an increase in financial delegation is making this even more so.

Many senior professionals miss formal training in finance and often feel uncomfortable when discussing financial matters with their peers and financial professionals. This interactive and engaging programme addresses these important issues.

### Key areas covered in this program include:

- Reading, interpreting and using financial statements (internal and external)
- Improving business cases and decision making
- Costing and presenting plans and proposals
- Working more effectively with budgets
- Delivering improved financial performance, profit & cash flow

## Objectives

### At the end of this program delegates will be able to:

- Read and interpret financial statements
- Analyse business performance
- Contribute to cash and working capital management
- Build budgets and Manage costs and budgets



- Present business cases and utilise financing techniques to improve decision making

## **Training Methodology**

The training uses an interesting mix of lively discussion, case studies and exercises, contemporary examples and videos.

We focus on the practical application of concepts and ideas. Experiences from real business situations and decisions will be used to bring concepts to life. Delegates are requested to bring copies of their organization's accounts together with internal financial reports that they work with.

## **Organisational Impact**

### **Organisations will benefit from trained managers who will:**

- Make better business and management decisions and cases
- Manage budgets and resources more effectively
- Have better regard for their impacts on:
  - Profit
  - Cash
  - Business Risk
  - Business Performance
- Work more effectively with colleagues in other functions (including finance)
- Identify more opportunities to improve business performance
- Provide knowledge and understanding that can be shared amongst other departments of the business

## **Personal Impact**

- Participants will be able to advance their careers as a result of understanding the



various subject covered. In particular they will be able to:

- Understand the basic concepts of finance as it relates to their businesses
- Interpret their organizations financial signals
- Think and speak the language of finance
- Read and understand balance sheets and profit-and-loss statements
- Understand how to control and manage a companies cash flow

## **SEMINAR OUTLINE**

### **DAY 1: The Basics**

- Accounting Terminology and Policies
- Accounting as an information system
- The accounting equation- what does it mean
- Generally accepted Accounting Principles
- Differentiating between cash and accrual basis accounting
- Basic cash flow statements
- Walking through an Annul Report
- The annual report package
- The role of external auditor
- The accountant's report and auditor's opinion

### **DAY 2: How To Interpret Accounts and Financial Statement Analysis**

- Preparing income statement & balance sheet
- Financial and liquidity ratios
- The cash conversion cycle
- Working capital management
- Profitability and gearing ratios
- Du Pont Formula
- Financial & Non-financial analysis
- Credit analysis



- Z- Scores and credit ratings
- Bank lending decisions

### **DAY 3 : Planning for Profit**

- Understanding and working with costs
- Plan for cost reduction and profit improvement
- Fixed and variable costs income statement
- Break-even analysis
- Contribution margin
- Costing approaches - Full Absorption, Marginal, ABC
- Standard Costing
- New ideas in cost management - lean principles

### **DAY 4 : Budgeting in Today's Competitive Business**

- The Budgeting Process
- The role of budgeting
- Annual budgeting process
- Identifying and resolving budgeting variances
- Different budgeting systems in use today
- Budgeting tips and techniques
- Variance analysis

### **DAY 5 : Cash Flow & Investment Decisions**

- Capital budgeting
- Weighted Average Cost of Capital
- Present Value
- Internal Rate of Return - method
- Profitability Index
- Discounted cash flow



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

- **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

- **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

- **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

- **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

- **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

- **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

- **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

- **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

- **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.