Finance, Accounting & Budgeting Training Courses

SCANDINAVIAN ACADEMY
Training and Development

Course: Finance and Accounting for Office Administrators & Secretaries

Code	City	hotel	Start	End	price	Hours
446	Vienna (Austria)	Hotel Meeting Room	2024-06-17	2024-06-21	5450 €	25

Introduction

This seminar provides an introduction to finance and accounting for those who have no prior knowledge of this business area. It is designed to train the participants to support operational and financial processes. Those attending this seminar will gain a clear understanding of the essential terminology of finance and accounting. They will also learn the principles and techniques of accounting systems through practical examples and exercises.

The overall aim of the programem is to ensure that those who attend will be able to perform more effectively and efficiently within the workplace.

The highlights of this seminar will be:

- The basic principles of accounting clearly explained

- Knowledge and confidence in accounting for a range of business transactions will be developed by using straightforward worked examples

- Simple but effective tools for analysing your business performance and position

- Basic cost accounting principles that help to ensure your business is efficient and profitable

- How and why the use of budgets can help to achieve overall business targets and objectives

Seminar Objectives

At the end of this seminar participants will:

- Appreciate the importance of the accounting and finance function and how it links with every part of the

organisation and its suppliers, customers, shareholders, lenders and society in general

- Understand commonly used finance and accounting terminology, thereby allowing them to make a valuable contribution to the workplace in meetings or in a supportive role

- Understand the principles of accounting for routine business transactions

- Be able to summarise the results of business transactions over a period of time and prepare simple financial statements, including the Income Statement, Balance Sheet and Cash Flow Statement

- Be able to analyse and compare company performance using basic ratios

- Understand how costing and budgeting techniques can help the company to maintain efficiency and profitability

Training Methodology

This seminar is highly interactive: in the very first session you will be working with case exercises and solving problems. You will be encouraged to make the link between the training room and your office and organisation. The programme will utilise a range of learning methodologies, including short presentations with opportunity for question and answer, exercises and mini cases to develop knowledge and skills, and group discussions where you can share your opinions and experiences with your fellow delegates.

Organisational Impact

As a result of attending this seminar your employees will:

- Be able to make more effective contributions to workplace meetings and discussions

- Have the knowledge and skills to assist their managers more effectively

- Appreciate the importance of finance within their organisation

- Be motivated to use their acquired skills and knowledge to add value to their role within the organisation

- Understand and be able to interpret basic financial statements and reports

- Be more willing to take ownership of financial responsibilities in their organisational role

Personal Impact

What will the employee gain from attending this seminar?

- You will acquire skills and knowledge that will help your personal development within the organisation

- You will improve your working role

- You will become more aware of the major issues facing your business

- It will enable you to further your professional skills.

- It will enable you to liaise effectively with line managers and other departments

- It will improve your status in the organisation as those around you realise and appreciate your knowledge and understanding

Who Should Attend?

- Secretaries

- Office administrators

- Personal assistants, and executive assistants

- Administrative professionals and support staff

- Anyone wishing to increase or update their awareness and understanding of finance and accounting methods

and terminology

Programme Outline

Day 1 – Introduction to Finance and Accounting

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What is accounting?

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What is finance?

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What are the major sources of Long-term and Short-term finance?

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What is Financial Accounting ?

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What is Management Accounting?

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Simple rules of double-entry bookkeeping that can be applied to all financial transactions

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How to record the things you buy and the things you sell

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How to record business payments and receipts

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What is depreciation? – explanation of the various methods and their impact on profit

Day 2 – The Financial Statements

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How to prepare basic financial statements – the Income Statement and the Balance Sheet

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The key elements of financial statements defined and explained

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How is profit calculated?

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The difference between revenue & capital expenditure

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Assets – current and non-current

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Liabilities – current and non-current

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The meaning of working capital

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Company net worth

•

Profit or cash – what is the difference?

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Published Annual Reports for stockholders

Day 3 – Basic Evaluation of Financial Statements

- Why do we need to evaluate financial statements?

- Who are the stakeholders and what are their information needs?

- How to 'common-size' financial statements for ease of comparison

- How to calculate accounting ratios

- How to use ratio analysis to assess performance

- Profitability ratios

- Liquidity ratios Operating efficiency ratios

- Gearing ratios

- The Cash Flow Cycle and Working Capital

- Valuing a company – Book Value versus Market Value

Day 4 – Introduction to costing systems

- Collecting and analysing costs

- Types of cost analysis: by type, by location, by behaviour, by purpose

- What are overheads, and how should we analyse them?

- What is the Cost of Production – Marginal and Total Costing explained

- What is inventory, and how does it affect the cost of production?

- Methods of valuing inventory – FIFO, LIFO, and AVCO explained Marginal Costing – how costs and profit vary with volume

- How to measure the break-even point and the margin of safety

- What-if Analysis

Day 5 – Budgets

- Why do we need budgets? – the link between corporate strategy and operations at all levels of the organisation
- The benefits & limitations of budgets
- The key features of budgets
- Types of budgets
- Basic budget forecasting techniques
- How to prepare a departmental budget
- Comparing actual performance with the budget using variance analysis
- Do budgets motivate or de-motivate?

The Scandinavian Academy 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.