



Finance for Non-Financial Managers

Full day course

(with an option to attend for half day and option to gain ILM credits)

The purpose of the course is to develop the individual's understanding of finance within the context of an organisation, as required by the organisation commissioning the training. It gives employees an insight into the basic principles of financial management in straightforward terminology, and with as little jargon as possible. It also focuses on why understanding statistics and financial information is essential to the smooth running of any department, gives employees the skills and confidence to ask questions about areas they may not have felt comfortable asking questions about, such as budgets, statistics, graphs and any other financial information with which they are presented.

This training course focuses on encouraging employees to understand as well as challenge (if necessary) much of the financial information they may be presented with in the workplace, and it will give everyone the opportunity to share experiences, both positive and negative, which can be used to enhance the learning.

Style of delivery

Although best delivered in a traditional classroom style, the training will be very interactive with exercises to get participants thinking, while still ensuring that the key learning is taken from it. There will also be plenty of opportunity for the attendees to discuss ideas and past examples of financial situations they would want to be able to deal with better if they were repeated.

The Tutor

We are delighted to say that Jen Cartwright, one of our most popular trainers delivers this course and gets great feedback. As well as being fully CIPD (HR) qualified, Jen has a degree in Economics and has 10 year's experience working in an accounts department with responsibility for a payroll of 350 people, producing Management Accounts, KPI's, and monthly reports.

Content

Morning – Understanding Financial Management

Afternoon – Managing Costs and Budgets

Over the day the areas covered include:

- The stakeholders in the organisation
- Sources of funding
- Understanding cash flow and forecasting

- Gross and net profit margins
- Trading, profit and loss accounts
- Balance sheet
- Financial performance indicators
- Budgets – what they are and how you create one
- The concept of “breakeven”
- Cost statements and standard costing

What others have said about this course

“I found the module gave me lots of relevant information and helped me to understand how the business from a cost and budgeting point of view works and has an effect on the rest of the business and who is involved or a part of it. The module gave enough detail but wasn’t too over powering enough to take in the information.” Gemma Finnegan, Staysure.

Cost

Full day including lunch - £400 +VAT

Half day (morning or afternoon, both including lunch) - £275 + VAT

ILM Option

Delegates have the option to attend this course and then on the successful completion of two written assignments, gain credits from the Institute of Leadership and Management (ILM) towards an Award, Certificate or Diploma in Leadership and Management.

This does involve an additional payment to cover the University and ILM fees, for details give us a call or drop us an email.

**To find out more or to book this course call us on
01536 215240, email info@gatewayhr.com or book directly at
[http://www.eventbrite.co.uk/e/financial-management-am-costs-and-budgets-pm-tickets-
18903603186?aff=es2](http://www.eventbrite.co.uk/e/financial-management-am-costs-and-budgets-pm-tickets-18903603186?aff=es2)**