

## Finance for Non-Financial Managers – Course Outline

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**Duration:** 3 hours

**Course Description:** The aim of the course is to convey a basic understanding of finance to delegates who do not come from a financial or accounting background.

**Who should attend:** People who need to manage or understand their company's accounts and do not have any previous accounts experience or formal training in accounts and finance.

### What will it cover?

- Understand the principles of double entry book-keeping
- Understand the categories and headings used in your accounts
- Understand the significance of the coding of accounts
- Understand the significance of the Chart of Accounts and its relationship to the account codes
- Be able to complete a trial balance
- Understand the implications of being VAT registered
- Understand the difference between standard and cash accounting for VAT
- Bring together the figure for a simple VAT return
- Understand the benefits of keeping a sales and purchase ledger
- Understand the difference between a cash and an accrual system
- See how a Profit and Loss and Balance sheet are compiled
- See how a Budget report can benefit your organization
- List the benefits of keeping these records on computer
- Plan a strategy for computerizing your accounts