

Finance for Non-Finance Managers

Course Code FIN9004



BENEFITS OF ATTENDING

At the end of the programme, participants will:

Be familiar with the content of the three basic accounts

Understand how they can be used to manage performance

Appreciate the contribution that financial information makes to business decisions

Be able to ask more informed questions

Be encouraged to want to explore your own organisation's finances in more depth

PROGRAMME OVERVIEW

Delegates on this programme will gain a clear understanding of business finance, how to interpret financial statements such as profit & loss, the balance sheet, cash flow forecasts, risk analysis and break even figures. It will highlight the key financial areas you should be addressing as a manager and know when to look out for warning signals. Understand how, why and when you may need to raise capital for your business.

PROGRAMME OUTLINE

Financial Statements

- Objective of Financial Statements
- Elements of Financial Statements
- The Balance Sheet
- The Profit and Loss Account
- The Cash Flow Statement

Interpretation of Financial Statements

- Ratio Analysis and Key Indicators
- Profitability
- Liquidity
- Gearing and Financial Structure
- Investor Ratios

Tools for Management Decisions

- Break-Even Analysis
- Payback Spend
- Time Value of Money
- NPV

Valuation Concepts

- Asset-Based Valuations
- Earnings-Based Valuations

WHO SHOULD ENROL?

Delegates are expected from Government departments and Regulatory agencies, Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies, manufacturing companies and other fast growing private sector organisations.

COURSE STRUCTURE & COST

Delegates will attend this 5 day course between 09:30 and 17:00 daily

Cost: £2,500 per delegate



Booking Form

Please complete and submit the following information. Please note that all fields must be filled in as they are all required to make a booking. Once completed, please send booking form by fax to **+44 (0)20 7147 9989**. For any enquiries please contact us by email at **info@alexanderbrookes.com** or by telephone on **+44 (0)20 7147 9989**

COURSE INFORMATION

Course Name

Start Date (DD/MM/YYYY)

Finish Date (DD/MM/YYYY)

Additional Options

Fees

DELEGATE INFORMATION

Title (tick)

Mr

Mrs

Miss

Dr

Surname

Fornames

Date of Birth
DD/MM

Nationality

Organisation

Job Title

Department

Address

Town

Postcode

Country

CONTACT DETAILS

Telephone

Mobile

Email Address

Fax

Approving Manager

Approving Manager Telephone

FUNDING

Is your funding secured ? YES/NO

Funding Organisation

Contact Name

Telephone

ALEXANDER BROOKES ASSOCIATES LIMITED

9, Lydden Road Earlsfield London SW18 4LT
United Kingdom

telephone/fax **+44(0)20 7147 9989**

email **info@alexanderbrookes.com**

web **www.alexanderbrookes.com**

ALEXANDER BROOKES

Booking Terms and Conditions

Ways of Booking a Course

Bookings can be made by fax, email, post or online. All bookings will be regarded as confirmed once received.

Book Online

You can book any of our courses by logging on to our website at www.alexanderbrookes.com. Complete the booking form online and click the **submit** button.

Book by email

Contact us by email at info@alexanderbrookes.com.

Book by phone

Bookings can also be made by telephone, but these bookings will be regarded as provisional. Please note that the bookings will remain provisional until we have received written confirmation.

Call us on: **+44 (0)20 7147 9989**

Book by fax

Fax the enclosed booking form to: **+44 (0)20 7147 9989**

Cancellations

A written notification of cancellation should be sent at least 14 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned. A cancellation charge may be applied pending on individual circumstances and refusal to send written notification.

Postponements and Transfers

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone has to be sent in writing 14 days prior to the start of the course concerned.

Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical), but the new booking cannot be subsequently cancelled.

Other Terms

Alexander Brookes reserves the right to remove any delegate from their programme should their behaviour be deemed inappropriate by Alexander Brookes or its partners. This will result in no refund of course fees or other expenditure incurred.

Payment

All course fees must be paid in full not later than 14 days prior to the start of the course (or immediately for late bookings). All payments will be received in British Pound Sterling. Alexander Brookes will not be responsible for any financial shortfall if fees are changed from another foreign currency.

Payment Details

Alexander Brookes will require payments in GBP sterling before the course commences.

By BACS (money transfer)

Account Name:

Alexander Brookes Associates Ltd

Bank: Barclays Bank PLC
Hatton Garden Branch
99, Hatton Garden
London, EC1N 8DN
United Kingdom

Sort Code: 20 41 41

Account No: 53486591

IBAN: GB79 BARC 2041 4153 4865 91

SWIFTBIC: BARCGB22

By Bankers Draft

Drawn in GBP sterling, made payable to Alexander Brookes Associates Ltd.

and posted to:

Alexander Brookes Associates Ltd
Earlsfield Business Centre
9, Lydden Road
London SW18 4LT
United Kingdom

Alexander Brookes is accredited by the British Accreditation Council for Further and Higher Education as a Short Course Provider