

FINANCIAL MANAGEMENT FOR NON ACCOUNTANTS

Workshop - 6 hours **\$380.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Practical and in plain English, this programme ensures a working understanding of financial basics, budget preparation and management. Build your confidence in using these essential skills in a supportive environment.

WHO SHOULD ATTEND:

- ▶ Those who prepare, manage or report on budgets
- ▶ Those who want to gain a better understanding of financial processes in their organisation
- ▶ Managers responsible for a budget

BENEFITS:

- ▶ You will be able to understand the principles of finance and how they relate to the organisations goals
- ▶ Have confidence in participating in the budget process
- ▶ Be confident in asking questions of financial professionals

TOPICS:

- ▶ How to read financial statements
- ▶ The difference between balance sheet, profit and loss and cash flow statements
- ▶ Interpreting financial information to make sound decisions KPI's and financial performance measures
- ▶ Preparing a budget
- ▶ Managing and reporting budget variances
- ▶ Financial management essentials
- ▶ Financial terms explained

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.