



Aspire, Acquire, Prosper

DIRECTORATE OF RESEARCH & CONSULTANCY

Financial Management for Non-Finance Managers

Dates: 29th – 30th October 2026

Venue: Protea Hotel Arcades

1.0 Course Overview

In today's business world, non-finance managers and executives are often called upon to make decisions about financial issues. Particularly, the higher you rise in the organisation hierarchy, the more important such financial skills become. However, one of the problems facing many non-finance executives is their inability to understand and apply basic principles of finance to their day-to-day and long-term management decision making. Organisations face challenges which have financial implications but many managers coming from technical and non-financial backgrounds often find themselves lacking in confidence when making these crucial decisions.

This training course is thus designed to help non-financial Managers develop their financial understanding, knowledge of how their decisions affect an organisation's financial performance and improve their organisation's financial performance.

2.0 Who should attend?

Chief executive officers, Heads of departments, Managers and Supervisors

3.0 How will participants and your organisation benefit?

Our **Financial Management for Non-Finance Managers** training will create value for your organization by enabling Participants to:

- ✓ Demonstrate an understanding of the key accounting concepts, principles, and processes.
- ✓ Analyse and interpret financial statements for decision making.
- ✓ Supervise financial management of their departments against organizational requirements.
- ✓ Draft budgets according to the Strategic and Operational Plans
- ✓ Prepare financial forecasts for their departments.

4.0 Training Methodology

This highly practical and results-oriented program is designed based on the adult learning concept. The facilitator will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations, case studies, presentations, and much practice to enhance learning.

PROGRAMMES OFFERED



5.0 Course Outline

Day One		
Basic Accounting Processes, Concepts and Terminologies		Time
Learning outcome Equip participants with knowledge of key concepts, terminologies and processes related to accounting but necessary for decision making	• Key accounting concepts and terminologies • Users and uses of financial information • Key accounting records • Accounting methods • Financial Accounting vs Management Accounting • Accounting standards & policies • Internal control systems • Importance of supporting documents in accounting • The payment processes.	08:30 - 10:30
Health Break		10:30 - 11:00
Understanding Financial Statements		Time
Learning outcome Participants will learn how to read financial statements and understand financial information for strategic decision making.	• Profit & Loss/Income Statement, • Statement of Position/Balance Sheet, • Cash Flow Statements • Statement of changes in equity • Notes to financial statements • Understanding the link between financial statements • Spotting red flags in financial statements	11:00 - 13:00
Lunch break		13:00 - 14:00
Interpreting Financial Statements		Time
Learning outcome Participant will learn how to analyze financial statements and understand the financial health of the company to make informed decisions	• P&L Statement Analysis • Balance Sheet Analysis • Trend Analysis • Common Size Analysis • Ratio Analysis	14:00 - 16:00

PROGRAMMES OFFERED

Day Two		
Financial planning and management		Time
Learning outcome To enable participants to effectively prepare, manage and monitor the budget	- Aligning the budget with strategic goals - The financial planning and the budget process - Responsibility for budgeting process - Budget cycle and preparation process - Three key budgets - Budgeting methods - Budgetary control and monitoring	08:30 - 10:30
Health Break		10:30 - 11:00
Basic Financial management Practices		Time
Learning outcome Equip participants with knowledge of financial management practices that enhances financial sustainability	- Working capital management - Operating cycle and components of working capital - Managing Trade Receivables - Managing Trade Payables - Understanding cash management - Cash flow and revenue forecasting - Credit management and collection - Inventory Management in operations - Basic investment appraisal methods	11:00 - 13:00
Lunch break		13:00 - 14:00
Cost Management		Time
Learning outcomes To enable participants, understand costs behaviour more accurately and apply them in decision making	- Cost Concepts - Different Costs for different purposes - Various Costing Methods - Cost allocation and estimating - Cost control - Contribution and marginal costing - Breaking-even Analysis for survival and profit - Decision-making using marginal costing, and cost/volume/profit (CVP) analysis	14:00 - 16:00
Certificate Presentation		