

Programme Continues...

Day 1	
08.30 – 10.00	Inaugural Session <ul style="list-style-type: none"> Welcome Remarks Opening Remarks Programme Overview Introductions of Participants Photo session - Group picture
10.00 – 10.20	Refreshment and Networking Break
10.20 -12.00	Expectations and Programme Objectives Introducing the finance Function-Financial accounting versus Management Accounting.
12.00 – 13.00	Presentations on the following: <ul style="list-style-type: none"> The objectives of Business. Know the rules of the game.
13.00 – 14.00	Lunch
14.00 – 15.00	Key Financial and accounting concepts and terminology. Discussions around the accounting pack; <ul style="list-style-type: none"> The chairperson's statement. The notes to the accounting pack. The statement of change in equity. <ul style="list-style-type: none"> The auditor's statement.
15.00 – 15.20	Refreshment and Networking Break
15.20 - 17.00	<ul style="list-style-type: none"> The agency problem as it relates to business management.
Day 2	
08.30 – 10.00	<ul style="list-style-type: none"> The Income statement, a strategic analysis. Group activities on the income statement.
10.00 – 10.20	Refreshment and Networking Break
10.20 – 13.00	The Cash flow statement.
13.00 – 14.00	Lunch
14.00 – 15.00	Group Exercises on projected cash flow and group presentations.
15.00 – 15.20	Refreshment and Networking Break
15.20 – 17.00	Financial analysis.
Day 3	
08.30 -10.00	Exercises on Financial analysis. Calculations of Market ratios, Liquidity Ratios, efficiency ratios and profitability ratios using live data.
10.00 – 10.20	Refreshment and Networking Break
10.20 – 13.00	Investment Decision making techniques. The Present value concept. The net Present Value , The internal rate of return and payback period.
13.00 – 14.00	Lunch

Swaziland DFI Network Members



The SADC DFRC is accredited by the Botswana Qualification Authority as a training provider



The SADC-DFRC is a Subsidiary institution of SADC

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FINANCE FOR NON FINANCE MANAGER



Building Partnerships for Economic Growth & Development

5th - 7th December 2017

Lugogo Sun,

Ezulwini, **SWAZILAND**

Introduction

The Programme, Finance for non-Financial Managers is a programme developed with a view of assisting those people in decision making positions appreciates the importance of understanding and interpreting financial information.

This is driven by the realisation that:

- It is important today for the senior managers, to have an appreciation of accounting information as cases of white collar computer/accounting based frauds are on the increase.
- Accounting information has become critical for decision making in organisations.
- It becomes imperative that one has to be equipped with a basic understanding of interpretation of accounting information.

The aim of this programme is to provide training to Development Finance and related Institutions so that they may:

- Have a helicopter view of Financial and Managerial accounting from a manage-

Objectives

- ment perspective.
- Appreciate the various methods that can be applied in the preparation of accounting information and how it impacts on the statements.
- Gain some skills in income statement and balance sheet management.
- Understand the key components of budgeting.
- Appreciate the strategic interrelationship of a balance sheet.
- Relate the balance sheet management techniques to the management of key risks.

Scope

The Programme, Finance for non-Financial Managers is a programme developed with the view of assisting those people in decision making positions appreciates the importance of understanding and interpreting financial information.

The module covers the following key topics:

- Accounting concepts and key terminology.
- Financial Statements namely:
 - **Income Statement** includes how to understand the income statement, making Decisions based on the Income Statement, how the Income Statement can be manipulated and how to guard against that in business.
 - **Balance Sheet** covers how to read the balance sheet, how to assess company financial solidity from a balance Sheet, guarding against Balance sheet manipulation and key Decisions based on the Balance sheet.
 - **Cash Flow Statement** defines what is a cash flow statement? and the importance of cash flows in running a business.
 - **Statement of Change in equity** in understanding the statement of Change in equity and its importance to the Shareholder and management.
 - ◆ Commentary on the Chairman's statement.
 - ◆ Commentary on the auditors' report.
 - ◆ Notes to Financial statements.
 - ◆ Fixed Assets and the concept Depreciation
 - **Financial Analysis** outlines key Financial Ratios, analysis and interpretation, apply financial analysis, explain financial analysis in a business operation, calculate ratios to measure profitability and resource utilisation, calculate ratios to measure viability and Identify growth opportunities through financial results and report the results of financial analysis.

Budgeting includes explaining the concept of budgeting in a business unit, analysing the budget needs of a business unit, Present and justify a proposed budget for a business unit, monitor and control actual expenses and revenue against projected expenses and revenue, and capital Budgeting.

Outcomes

At the end of the workshop, delegates should be able to do the following:

- Demonstrate an understanding of key accounting concepts and their application in the preparation of financial statements.
- Show an understanding of the usefulness of the Income statement and the balance sheet in running a business.
- Show an understanding of the differences between profitability and liquidity.
- Be able to make decisions having had a look at both the income statement and the statement of financial position.
- Demonstrate the ability to budget and understand the importance of budgeting in running a business.
- Show ability to calculate and interpret some ratios derived from an income statement and a balance sheet.

Facilitator

Dr. Charles Nyoka has over 20 years' experience in finance risk management and banking and he is a Senior lecturer in Banking, Accounting and Finance at the University of South Africa in Pretoria. Charles holds a degree in Business Studies, a diploma with the Institute of bankers Zimbabwe, an MBA in Finance and Strategy, and Doctorate in Business Management.

He has been involved in delivering a range of post experience/executive development programmes in accounting and finance in South Africa and within the SADC Region.