

PROGRAMME

| DAY 1 | |
|---------------|---|
| 09.00 – 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 – 11.00 | Introducing the finance Function-Financial accounting versus Management Accounting. |
| 11.00 – 11.20 | Tea Break |
| 11.20 -12.00 | Expectations and Programme Objectives |
| 12.00 – 13.00 | Presentations on the following: <ol 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. <p>Discussions around the accounting pack</p> <ol 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 | Tea Break |
| 15.20 – 17.00 | <ul style="list-style-type: none"> The agency problem as it relates to business management Day's review |
| DAY 2 | |
| 09.00 – 11.00 | <ul style="list-style-type: none"> The Income statement, a strategic analysis Group activities on the income statement A critical look at the Balance sheet, Issues on capital and shareholder wealth reviewed Group Exercises on the Balance sheet |
| 11.00 – 11.20 | Tea Break |
| 11.20 – 13.00 | The Cash flow statement. A review of a historical cash flow A review on projected cash flows Key links with liquidity risk management |
| 13.00 – 14.00 | Lunch |
| – 15.00 | Group Exercises on projected cash flow and group presentations <p style="text-align: center;"><i>Groups</i></p> |
| 15.00 – 15.20 | Tea Break |
| 15.20 – 17.00 | Financial analysis. |
| DAY 3 | |
| 09.00 -11.00 | Exercises on Financial analysis <p>Calculations of Market ratios, Liquidity Ratios, efficiency ratios and profitability ratios using live data</p> |
| 11.00 – 11.20 | Tea Break |
| 11.20 – 13.00 | Investment Decision making techniques |
| | Program end, review and evaluation |
| 13.00 – 14.00 | Lunch |
| | Closing |

NAMIBIAN 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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SADC-DFRC

FINANCE FOR NON FINANCE MANAGERS



8th – 10th July 2015

Hotel Safari

WINDHOEK, NAMIBIA

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.

OBJECTIVES

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 management 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

Mr. Charles Nyoka, a Lecturer at the University of South Africa and is currently lecturing Banking modules in the Department of Finance, Risk Management and Banking. Charles has been in the banking sector for over 20 years. His research interests are in International Finance, Investments, Risk and Credit Management, as well as the understanding of Interest Rates and Financial Markets.