



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This intensive course is unit standard based. It is aimed at managers in non-financial roles who have financial responsibilities and at individuals managing their own businesses.

It covers the fundamental principles, concepts and practices of financial and management accounting including cash flow statements, budgeting, profit and loss, balance sheets, working capital and sources of funding.

It is a straightforward course that will give individuals confidence in financial decision making. It will enable managers to analyse the impact of their decisions on business results, interact more productively with financial colleagues and exert influence on broader decision making in an organisation.

Target Audience

The course is aimed at non-financial managers in any sector, professionals, graduates or entrepreneurs who need a clear understanding of the fundamentals of business finance. It is suitable for those seeking career enhancement and advancement in management.

Entry Requirements

This is an open access unit standard based course. To qualify, delegates must be competent in Communication, Mathematical Literacy and Financial Literacy at NQF Level 3.

Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the course.
- Active support by your manager.
- Access to a PC, software and the internet for course assignments.

Finance and Accounting

Finance for Non-Financial Managers

SERVICES SETA Statement of Results

US ID: 117156

NQF Level: 4

Credits: 4

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results: Interpret Basic Financial Statements, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the course, you will be able to:

- Analyse the basic elements of an income and expenditure statement.
- Analyse the basic elements of a balance sheet.
- Compile a personal assets and liabilities statement.
- Use the evidence in financial statements to make a financial decision.
- Identify, solve problems and make decisions based on information in basic financial statements.
- Organise and manage yourself effectively by compiling a personal assets and liabilities statement.
- Communicate effectively using visual, mathematics and language skills in oral and written presentations, when evaluating the strengths and weaknesses of an entity.



Course Content

US: Interpret Basic Financial Statements Accreditation Body: SERVICES SETA

| US ID: 117156

| NQF Level: 4

| Credits : 4

Module 1: The Nature and Purpose of Accounting

- A simple model of an organisation's accounting framework
- Who uses accounts and what are they used for
- Where to find accounting information on an organisation or competitors' financial position

Module 2: Profit and Loss Accounts, Balance Sheets and Cash Flow Statements

- The structure and terminology of financial statements, what they tell us and why they need to be reviewed together to gain a full understanding of business performance
- Use financial information as a management tool
- Understand how operational income and costs are accounted for and the implications for how you manage costs

Module 3: Managing Finance

- Understand working capital , what it is and how you manage it
- The impact of too much or too little working capital
- Optimise working capital for an organisation and the implications for negotiating with customers and suppliers
- The distinction between profit and cash flow
- Sources of funding



info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

Our Accredited Organisations



FACULTY
TRAINING
INSTITUTE



Siyangqoba



Siyaya®
SKILLS INSTITUTE



PROSERV
SOUTH AFRICA



MBAT
DEVELOP - EMPOWER - GROW

