

## Finance for Non-financial managers - Intermediate Course Outline

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**Duration:**        **3 hours**

### Course Description

The aim of the course is to convey a sound understanding of finance to delegates who do not come from a financial or accounting background.

### Who should attend?

This course is aimed at business owners who would like to understand and interpret their financial data and for employees who work with the owners / finance department to prepare year end information

It will also cover the very basics of VAT.

### What will it cover?

- Understanding the income statement account and statement of financial position
- Using information from the income statement and statement of financial position
- Assets and Liabilities
- Debtors and Creditors
- Controlling cash – the working capital cycle
- VAT threshold and accounting dates - when to submit and pay VAT to avoid penalties
- VAT expenses - what is and isn't allowed
- Using budgets to manage business activity