

FINANCE FOR NON-FINANCIAL MANAGERS

DATE: 27-28 April / 5-6 July / 5-6 October 2023
FEE: RM1,100

DURATION: 2 Days
HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

Accounting and Finance has always been recognized as a very key function in any organization. It provides the basis for information reports to be generated from these records to help managers to make a more informed and effective decisions to increase their organizational performance.

Accounting and Finance will forever be an extreme asset and vital aspects to one's career and organization success. It is a "NEED TO KNOW" subject matter.

Hence this training workshop will help all Non Finance Managers to increase their Performance and Communication effectiveness in their daily Accounting Work through new knowledge acquired.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Know the fundamentals and concept of Accounting and Finance in practice
- Know the Accounting Standard and Policies requirements in used.
- Explain the documentation control requirements in transaction processing.
- Comprehend the various key Accounting and Financial Terms used in the Accounts and Financial Statements.
- Utilise Financial Statement information for decision making.

METHODOLOGY

- Course notes
- Participative and active, group discussions, and
- Group hands on exercises.
- As this is a training workshop, participants besides attending lectures are also required to work together in pairs and groups to have hands on exercise to recap the learnings together . Hence a calculator is required and are welcome to bring their own computer. Participants are also encouraged to bring their real working questions for discussions.

WHO SHOULD ATTEND

- Mid/Senior Manager
- First Level Manager

FACILITATOR

Tan Kok Tee

With 40 years of working experience in financial, strategic and general management field, Kok Tee has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of this time was spent in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009 and GST Agent registered with MOF. Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time from 2014 to now

PROGRAM CONTENT

Module 1

Introduction

- Introduction of finance and accounting,
- The role of accounting and finance in business,
- Difference between Financial Accounting and Management Accounting.
- Accounting Standards and Policies
- Accounting Concepts and Equations

Assignment on Accounting Equations and answers later to explain to them.

Module 2

Financial Accounting Function

- How are Accounting Transactions processed.
- Difference between Capex and Opex Expenses
- Classifications of Opex – by **Function** and by **Nature**
- Accruals, Provisions, Prepayments and Depreciation, Amortization & Impairment adjustments

Assignment on Accruals, Provisions, Prepayments and Depreciation adjustments and answers later to explain to them.

Module 3

- Differential between Fixed and Current Assets.
- Understand and comprehend the different components in Financial Statements:
 - Statement of Total Comprehensive Income:
 - Statement of Income (P & L)
 - Statement of Other Comprehensive Income
- Statement of Financial Position (Bal. Sheet)
- Statement of Cash Flow
- Statement of Change in Equity.
- Understand the Various qualitative information inside the Financial Statement, including Auditor's report.

Quiz to recap the understanding of the components in the financial statements.

Module 4

Management Accounting Function.

- Purpose of Management Accounting and its usage.
- Interpret and understand the financial statement using trend and Financial Ratios, testing for:
 - Profitability from sales and assets & equity invested.
 - Liquidity & Solvency
 - Understand the actual meaning of Over Trading and how is it calculated.
 - Efficiency on stock, debtors and creditors management.
 - Stability of an organization.
 - Cash Ratios
 - Awareness of credit scores

Assignment on Ratio Calculations and understand the meaning.

Module 5

- Cost classification and Costings methods
- Marginal costing, **Break-even point and decision making.**

Assignment on Break-even calculation and decisions making.

Module 5

Capital Expenditure / Investment proposal evaluation.

- Time Value for money – Future value and present value determination.
- Payback Period
- Internal Rate of Return

Module 6

Accountings Role in Management Context

- Annual Budget, Quarterly Review
- Budgetary control and variance analysis

Assessment on learnings for the last 2 days

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 2(Continue)
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 3
		End of the day



Day 2

9:00am - 10:30am	:	Module 4
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 4 (<i>Continue</i>)
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 5
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 6
		End of the day