



“taking the myth out of finance”

Finance for Non-Financial Managers

This is the essential course for anyone who wants to expand their basic financial knowledge.

You will learn to look into the heart of your business with insight.

You will not be confused by complicated financial and accounting jargon any more.

You will feel confident to participate meaningfully in planning meetings and financial reviews.

This three-day course will enable you to overcome any concerns you may have about really understanding business finance.

The course is presented in a very down-to-earth and practical way. Each section is accompanied by clear explanations, simple exercises and appropriate case studies that illustrate the principles being taught.

Throughout the course, you will participate in an entertaining and challenging **business simulation game** we have designed specifically for the training environment. The game provides you with the opportunity to manage a business from both a financial and a strategic point of view and to compete with other participants while learning how to apply the key concepts covered in the course material.

Accreditation

The course incorporates the accredited programme – “Interpretation of Financial Statements”. Delegates who wish to obtain NQF credits must complete the assessment process in addition to attending the three days of the course. Alternatively, delegates looking for formal academic recognition may consider registering for the UNISA course in Basic Business Finance and doing our equivalent three-day course in Basic Business Finance. Many of the topics in that syllabus are also covered in this course. See www.unisa.ac.za/cbm for more details.

About Johannesburg School of Finance

Johannesburg School of Finance (Pty) Ltd is accredited through FASSET, the Seta for Finance, Accounting, Management Consulting and Other Financial Services. The School has a Level 4 (100%) BEE rating, DTI registration BEE 5693584. For more information about the School and our other products and services, see our website www.jhbfin.co.za.

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Course Content

Day One: Essential Tools

- Introduction
- Simple Quiz
- Sources and Uses of Capital and Income
- Stakeholders in the Business and the Economic Environment
- Important Concepts and How to Use Them:
capital, assets, revenue, expense
- Understanding Flows and Balances
- Profit and How to Measure It (income statements and profit margins)
- Business Simulation Game, Introduction and Round One

Day Two: Profit, Cash Flow and Financial Reports

- Revision
- Explanation and Exercises: the Difference between Profit and Cash Flow
- Business Simulation Game, Round Two
- Cash Flow Statement and Income Statement Exercises including:
 - credit sales and purchases
 - stock and cost of sales
 - expenses (cash & credit)
 - capital items – loan repayments and fixed assets
- Introduction to the Balance Sheet
 - Non-current or fixed assets
 - current assets (stock, debtors and cash)
 - shareholders funds
 - short-term and long-term financing
 - current liabilities
- What You Can and Cannot Tell from the Balance Sheet
- Business Simulation Game, Round Three

Day Three: Costing and Interpretative Analysis

- Revision (practical exercise)
- Breakeven Calculations and Exercises
- Business Simulation Game, Round Four and Related Exercises
- Margins & Mark Ups - a Practical Exercise to Calculate a Charge-out and Overhead Recovery Rate
- Business Simulation Game, Round Five
- Analysis of Simple Financial Statements to Identify the Root Cause of Problems in a Business and Take Corrective Action
- Business Simulation Game, Final Round
- Evaluation Quiz, Game Results, Course Evaluation and Close.

NQF Level: Level 5