



“taking the myth out of finance”

## Finance for Non-Financial Managers – Module 1

This standalone course is recognised as a module in the CPPF (Certificate Programme in Practical Finance)

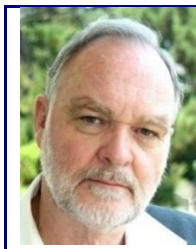
This is the pathway into finance, moving slowly in a carefully structured progression, with plenty of practical exercises each step along the way. By leading the student gradually into the world of finance, it not only teaches the structure and terminology of business finance, but opens the mind to the way of thinking that is specific to financial reporting. It covers sufficient ground for the student to feel confident in discussing financial results, and moves slowly enough for them to retain what they have learnt.

The first three and a half days of the course are devoted to the steady building of confidence and knowledge using clear explanations illustrated by carefully crafted visual media and supported by practical exercises with simple numbers and personal coaching. The course is completed with written assessments similar in style to the work covered, feedback to students, and the compilation of a portfolio of evidence, additionally teaching appropriate organization of information.

The Business Simulation is played at intervals over the four days to provide some experience of the decisions required in business operation. It is easy to grasp and illustrates the concepts gained in the course. The competitive interaction among the teams develops co-operation and group decision making as well as a practical introduction to the principles of budgeting.

Successful candidates will also receive a certificate from Johannesburg School of Finance which will confirm the completion of one module of the School's **Certificate Programme in Practical Finance (CPPF)**. The CPPF is a unique qualification comprising a series of four-day modules in practical financial management designed to develop excellent skills for effective business decisions. For more on the CPPF, see [www.jhbfin.co.za](http://www.jhbfin.co.za).

**The course presenter: John Mitchell**



John Mitchell is a Director of Johannesburg School of Finance, a member of the Investment Analysts Society, and holds a Degree in Philosophy. He spent the early part of his career in the South African mining industry initially in human resources and later managing an in-house printing company where he gained practical experience in exercising financial control. He has been a professional designer and presenter of financial courses for the past twenty-two years.

His empathic and interactive style makes his courses both practical and enjoyable. He is able to illustrate the course material with examples from his own extensive business experience.

**2020 Course dates:** 13 - 16 January      03 - 06 February      06 - 09 April      01 - 04 June  
06 - 09 July      07 - 10 September      05 - 08 October

**Course Venue:** Quickbooks, 5 Zulberg Close, cnr Ernest Oppenheimer Avenue, Bruma, Johannesburg

**Course Fees:** R16 200 plus 15% VAT (R18 630) per delegate for the four-day course. Fees include material, lunches, (Halaal may cost extra), teas and secure parking. (NB: This course can also be run on an in-house basis, in which case the course fees and dates are negotiable).

Johannesburg School of Finance (Pty) Ltd is accredited through FASSET, the South African SETA for Finance, Accounting, Management Consulting and Other Financial Services (accreditation number 585/00187/05) and has a Level 3 (100%) BEE rating. For more information about the School and our other products and services, see our website [www.jhbfin.co.za](http://www.jhbfin.co.za) or call 27 11 704 7577.

# Finance for Non-Financial Managers – Module 1

presented by John Mitchell  
Course Content

- Day One: Essential Tools**
- Introduction
  - Funding the business: where the money comes from
  - Introduction to Assets: what the business owns
  - The cash in the business: Working Capital and exercises
  - Understanding flows and balances
  - Practical exercises on the sources and uses of cash
  - Understanding and using percentages. Margins and mark ups and practical exercises
  - Stakeholders in the business
- Day Two: Profit and Cash Flow**
- Revision
  - Introduction to revenue and expenses
  - Fixed and variable expenses
  - The Income Statement: measuring profit
  - Business Simulation explanation and first round
  - Exercises in calculating profit
  - The Matching Rule: timing in finance
  - The relationship between profit and cash flow, with exercises
  - Business Simulation second round
- Day Three: Costing and Interpretative Analysis**
- Revision
  - Further exercises in the difference between profit and cash flow: net cash flow
  - Calculation of simple income and cash flow statements: practical exercises
  - Business Simulation third round
  - More advanced calculations of income and cash flow statements
  - Interpretation of the practical exercises: what the financial statements tell you
  - Explanation of breakeven calculations and practical examples
  - Business simulation fourth round and calculation of breakeven
- Day Four: The Balance Sheet, Ratios and Assessment**
- Revision
  - Introduction to the Balance Sheet
  - Practical exercise in calculating closing balances
  - Calculating balance sheets from previous exercises: completing the picture
  - Introduction to ratios: the essential ratios of business
  - Business Simulation fifth round and calculation of balance sheets for all rounds
  - Assessment
  - Compilation of portfolio of evidence
  - Feedback on assessments and closure

---000---