



We give you the financial skills, knowledge and confidence to make the right decisions and get the best results.

# Finance for Non-Financial Managers

## Module One

*a stand-alone course which is also part of the Certificate Programme in Practical Finance (CPPF)*

### Course Overview

This course, run **online over four mornings**, is the pathway into finance, moving slowly in a carefully structured progression, with plenty of practical exercises each step along the way.

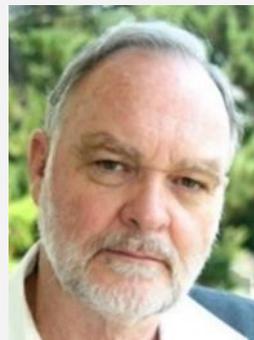
By leading you gradually into the world of finance, it not only teaches the structure and terminology of business finance, but opens your mind to the way of thinking that is specific to financial reporting. It covers sufficient ground for you to feel confident in discussing financial results, and moves slowly enough for you to retain what you have learnt.

- Recognised as a qualifying module for the CPPF programme;
- A pathway into finance, moving slowly in a carefully structured progression;
- Learn the structure and terminology of business finance;
- Opens the mind to the way of thinking that is specific to financial reporting.

Successful candidates will receive a certificate from Johannesburg School of Finance. They will also earn credits towards the School's **Certificate Programme in Practical Finance (CPPF)**. For more on the CPPF, see [www.jhbfin.co.za](http://www.jhbfin.co.za).

### The Course Presenter:

#### John Mitchell



John is a Past 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 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.

# Course Content

## Part 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
- Margins and mark-ups and practical exercises
- Fixed and variable expenses

## Part Two: Profit and Cash Flow

- The Income Statement: measuring profit
- Exercises in calculating profit
- The Matching Rule: timing in finance
- Depreciation and Amortization
- The relationship between profit and cash flow, with exercises

## Part Three: Costing and Interpretative Analysis

- Calculation of simple income and cash flow statements: practical exercises
- Interpretation of income and cash flow statements
- Further exercises in the difference between profit and cash flow: net cash flow
- Business Simulation second round
- More advanced calculations of income and cash flow statements
- Explanation of breakeven calculations and practical examples

## Part Four: The Balance Sheet and Ratios

- Introduction to the Balance Sheet
- Practical exercise in calculating closing balances
- Calculating balance sheets from previous exercises: completing the picture
- Interpreting the balance sheets calculated
- Introduction to ratios: the essential ratios of business

To book, [apply online](#) or email us at [registrations@jhbfin.co.za](mailto:registrations@jhbfin.co.za).

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 4 (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.

# Course Dates

**2021 Course dates:** 11-14 January  
01-04 February  
12-15 April  
07-10 June  
12-15 July  
06-09 September  
11-14 October  
29 Nov-02 December

**Course Structure:** 4 half days, 08h30 to 12h30,  
presented on Zoom, plus online  
exercises and printable manual

**Course Fees:** R13 800 plus 15% VAT (R15 870)  
per delegate. Classes will not  
exceed 6 people per session

**NB: Customised in-house courses are possible and  
welcomed. Fees, dates and structure are negotiable.**

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