CPE HOURS GAINED 16

CLAIMABLE UNDER HRDF THE SBL SCHEME

Finance for Non-Finance Managers

Go from zero to hero in the numbers game of your business finances. Journey through the important essential aspects of finances to make your business better than it ever was before!

MALAYSIAN INSTITUTE OF ACCOUNTANTS

PROUD HOST:

MIAconference 2016

MIA INTERNATIONAL ACCOUNTANTS CONFERENCE

Finance for Non-Finance Managers

This course is designed to help Business Managers and SME entrepreneurs from various industries get a firm grasp on the numbers side of their business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports, allowing them to lead their organisation successfully in the highly competitive globalised business arena. This course is ideal for professionals who have little to no knowledge in accounting.

OBJECTIVES

Participants will develop tremendous business insight and will also be able to:

- Understand Financial Concepts
- Identify the core Financial Statements and their content
- Distinguish the difference between Profit and Cash
- Prepare a Financial Plan for a Business (Non-Technical)
- Read, analyse & Interpret Financial Statements to enhance organisational performance
- Understand the limitations of Financial Statements

METHODOLOGY

Lectures, interactive presentations, case studies, quizzes, games and self-assessment for effective learning. Participants will be provided with explanatory notes for the presentations, as well as an invaluable, timeless 100-page manual for practical use.

WHO SHOULD ATTEND

- Company Directors
- Business Owners
- SME Entrepreneurs
- General, Divisional and Branch Managers
- Managers, Executives, Engineers and Technical Specialists
- Doctors, Architects and Lawyers
- Business Investors, Financial Analysts and Bankers
- Non-Financial Persons heading the Finance and Admin Department
- Personnel who require further knowledge to assist their managers, prepare management reports and liaise with other departments

Finance for Non-Finance Managers

COURSE OUTLINE

DAY ONE

09:00 am	**I. COMPREHENDING THE FINANCIAL STATEMENTS** • Deming's Business Management Cycle • The Companies Commission and Business Forms • Benefits of a business structure - Company, Enterprise and L.L.P. • The regulatory environment and submission requirements • Accounting – the Language of Business • Key Financial Statements and its Structure • Users and uses of Accounts • Why businesses need accounts? • Why do Financial Reports matter to Business Managers? • Globalisation and its effect on Business and their Accounts
10:30 am	Coffee Break
10:45 am	**II. CRACKING THE SECRET CODE** • Demystifying the Financial Jargon & Key Terminologies • Accounting concepts and rules • The Accounting Process, Accounting Cycle & Accounting Equation • Design of the Accounting System • Classification of Expenses and Cost Centers • Operating Expenditure (Opex) vs. Capital Expenditure (Capex) • The element of long-term assets in the Financial Statements • Understanding depreciation and other 'non-cash' expenses • Revenue Recognition, Expense Recognition • Accrual Basis vs. Cash Basis • Accounting Standards • Auditors Report • Treatment of Accruals, Prepayments and Provisions • The many forms of "Profit"
12:30 pm	**III. GROUP DISCUSSION** • P+L vs Cashflow • P+L vs Balance Sheet
01:00 pm	Lunch break
02:00 pm	**IV. GROUP ACTIVITY: CARD GAME & DEBRIEF** • Classify Assets, Liabilities, Equity, Income & Expenses
03:00 pm	**V. CASH IS KING! (REALITY CHECK)** • Profit vs. Cash – why you need both? • Cash-Flows and Business-Flows • The Operating Cycle and Cash Conversion Cycle • Principles in Business Cashflow Management • Cash and its relationship with everything else in Business • Cash, Capital, Gearing & Business Risks • Working Capital Management • Cash-Flow Planning and Projection • Discovering the linkage between Profit and Cash
03:15 pm	**VI. GROUP DISCUSSION** • Asset/Liability vs Cashflow
03:30 pm	Tea break
03:45 pm	**VII. SIMPLIFIED CASE STUDIES** • Forecasting Cash Inflows and Outflows • Preparation of a Profit and Loss Account • Reconciling Profit to Cash
05:00 pm	End of Day One

DAY TWO

09:00 am	**I. CORPORATE FINANCIAL PLANNING & CONTROL** • The basis for Corporate Control • Understanding Vision, Mission and Values • Review of Company's Vision, Mission and Objectives • How these relate to the Financial Outcome of the company • Resource Assessment, Gap Analysis & Financial Modeling • Corporate Financial Planning Flow • Financial & Business Intelligence Input • The role of Managers in the Operational and Financial Budgets • The distinction between Capital & Revenue Budgets • The various financial statements and their inherent links
10:30 am	Coffee Break
10:45 am	**II. CASE STUDY / HAND'S ON WORKSHOP** • Getting to Grips with the Numbers • Preparing a Financial Plan (Budget/Projection) for A Business Organisation: - Profit and Loss Account - Balance Sheet - Cash Flow Statement - Cash Flow Plan - Sales Budget - Purchases Budget & Inventory Budget - Debtors Budget & Creditors Budget
01:00 pm	Lunch break
02:00 pm	**III. INTERPRETATION & ANALYSIS OF FINANCIAL STATEMENTS** • The Art and Science of Accounting • The accounting function and its manifold role • Contrast between Financial and Management Accounts • The Tax System in Malaysia • Vertical Analysis and Horizontal Analysis • What is ROI – Return on Investment? • Introduction to Key Business Ratios - Performance Ratios - Liquidity Ratios - Efficiency Ratios - Solvency Ratios - Stock Market Ratios • "How to Read The Financial Pages" – NTA, PE, DY • EPS – The output of Human Capital?
03:30 pm	Tea break
03:45 pm	**IV. CASE STUDY AND ILLUSTRATION** • Ratio Analysis
04:40 pm	**V. POST-TEST**
05:00 pm	End of Programme

Participants are required to bring their own calculators.