

## FINANCE FOR NON-FINANCIAL MANAGERS

### BASICS OF BUSINESS FINANCE

#### Business Solutions @ Northbrook

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It is often a manager's financial performance relating to departmental budgeting which is considered the measure of their capabilities. To succeed as a non-financial manager, knowledge of basic financial principles and the budgeting process is crucial. We will transform financial and accounting concepts into decision-making tools you can use successfully every day.

#### Who is this course for?

This workshop is great for people at all management levels who have a need to understand business finance and accounting whether employed, or running their own business. The workshop aims to provide participants with the knowledge that will enable them to understand financial reports, know what financial accounts mean, and understand accounting jargon. By the end of this workshop participants will know the principles of business finance and accountancy, and demonstrate that they are able to transfer the knowledge on to their jobs.

#### Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

#### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

#### What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

#### What are the specific details?

- > **Duration**  
One day (09.30-16.30)
- > **Dates Available**  
For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.
- > **Venue**  
Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)
- > **Cost**  
£138 per person, per workshop\*  
\* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.



#### What will I learn on this course?

This One day workshop will cover:

- > The purpose of accounting
- > The business system
- > Basic financial terminology and what it means
- > Accounting concepts and principles
- > The difference between financial and management accounting
- > Users of the financial information
- > How to use financial information
- > Role-play and exercises
- > Putting it all together for use in the work place