



Arabian Institute For Training

Fundamentals of Finance & Accounting

INTRODUCTION

- This leading edge Fundamentals of Finance and Accounting training course will meet the needs of the increasing number of delegates who find they need a working knowledge of finance and accounting to effectively participate in the management process. This training course not only provides those new to the world of finance with a sound foundation in the language of business but will also serve as an invaluable refresher and update for others that may have studied finance and accounting as part of their previous training.
- Recent years have not only brought far-reaching transformation to financial accounting and corporate reporting but the volatility and pace of change in business competition means that it has never been more critical for those that wish to actively engage in the effective management of their organisations to understand and communicate in financial terms.

This training seminar will highlight:

- The foundation and principles of modern finance and accounting
- Understanding and interpreting financial statements
- How to analyse corporate reports for deeper financial insights?
- Effective financial forecasting methods
- Principles of financial investment decision-making
- Planning and budgeting techniques

OBJECTIVES

- This training course has been designed to provide you with up to date knowledge and practical skills in the preparation and interpretation of public sector financial statements and budgets.

By the end of this training seminar you will have learned to:

- Understand the principles and practice of finance and accounting
- Develop your skills in analysing and interpreting financial statements
- Prepare financial forecasts for a range of business applications
- Apply effective techniques to investment decision-making
- Take an informed and active role in budgeting and planning processes

TRAINING METHODOLOGY

- This training course will utilize a variety of proven learning techniques to ensure maximum understanding, comprehension, retention of the information presented. The training course is conducted on an Advanced Learning Platform in the comfort of any location of your choice.
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ORGANISATIONAL IMPACT

- The organisation will benefit from the raised awareness of and practical skills applicable to financial accounting and reporting; delegates will develop and be able to effectively apply business acumen and improve their decision-making skills. Benefits specifically include:
- Raised awareness of business finance principles and practice
- More effective communication with finance and commercial functions
- Ability to effectively analyse and interpret financial reports
- Application of critical analysis to capital investment decisions
- Development of financial forecasting skills
- Effective participation in organisational budgeting processes

PERSONAL IMPACT

- Delegates will benefit from this hands-on workshop that has been designed to provide them with the essential theory of accounting, financial analysis, forecasting and financial decision-making whilst focusing heavily on building the practical skills to apply these in their own organisations to improve operational effectiveness and decision-making and at the same time greatly enhance their own prospects for career progression by:
- Raising awareness of business finance principles and practice
- Communicating more effectively with finance and commercial colleagues
- Ability to effectively analyse and interpret financial reports
- Applying critical analysis to capital investment decisions
- Developing practical and effective forecasting skills
- Making a meaningful and informed contribution to the budget processes

WHO SHOULD ATTEND?

- This training course is designed to provide useful insights and practical skills to professionals from a wide range of disciplines and industry sectors, but particularly those involved in planning, forecasting and investment decision-making in an age of risk and uncertainty.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Financial Accountants
 - Receivables and Payables Team Members
 - Planning and Budgeting Managers
 - Corporate Reporting and Investor Relations Staff
 - Investment Analysts
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Course Outline

Foundation Principles

- Identifying and Meeting Stakeholder Needs
- The Function of Finance and Accounting in Modern Business
- Fundamentals of Financial Accounting
- Understanding the 5 Elements of Financial Statements
- The Purpose, Structure and Format of Financial Statements
- Breaking the Rules - Creative Accounting and Fraud

Analysing and Interpreting Financial Statements

- The Financial Analyst's Toolkit
- Measuring and Managing - Return On Investment
- Measuring and Managing - Asset Management Efficiency
- Measuring and Managing - Capital Structure and Risk
- Financial Analysis from an Investor's Perspective
- Cash Flow Analysis and Improvement

Introduction to Financial Forecasting Techniques

- Understanding Cost Behaviour and the Drivers of Profit
- Forecasting Sales Revenue and Profit
- Identifying the Drivers of Business Cash Flow
- Forecasting Business Cash Flow
- The Causes and Indicators of Business Failure
- Forecasting Business Distress and Failure

Business Funding and Investment Decision-making

- Financial Strategy – Purpose and Elements
- Sources and Cost of Business Finance
- Understanding and Achieving an Optimum Capital Structure
- Principles of Capital Budgeting
- Understanding and Using Discounted Cash Flow (DCF) Analysis
- A Cash Flow Based Approach to Capital Investment Decision-making

Principles of Financial Planning and Budgeting

- The Role of Business Planning and Budgeting
 - Common Approaches to Budgeting
 - Behavioural Aspects of Budgeting
 - Criticisms and Shortcomings in Budgeting Systems
 - Replacing Budgets with Rolling Forecasts
 - Developing Key Driver Financial Statement Forecasts
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