

Introduction to Reporting and Budgeting

Course code: RB1

Duration: 5 Days

Delivery method: Five 3-hour Online Zoom Sessions

About this course:

Who should attend?

Those for who have studied finance and its part of their responsibility or they are new to management and need a greater understanding of financial management. Participants will be from all sectors, including private, public and not-for-profit including:

- New managers or managers wanting to update their financial knowledge, Budget holders who are responsible for creating and managing their department's budgets, Operations managers who want to know more about cost management and projects, Senior sales and marketing employees who have to understand financial statements, Senior managers who require greater financial literacy skills, Managers facing strategic financial decisions or expect to make a contribution to a wider planning process

By the end of the course delegates will be able to:

- Describe the key concepts of financial modelling and techniques
- Examine the importance, implications and uses of financial modelling in both organizational decision making and strategy implementation
- Use the analytical tools available within financial modelling
- Design and construct financial models

Day 1 - Concepts and Principles

- Financial accounting and management accounting – the differences
- Cash and accrual accounting compared and when they are used
- International accounting standards – formats and content
- The distinctive character of public sector accounting and budgeting

Day 2 - Interpreting Financial Statements

- The income statement (P & L), format, content and key concepts
- The language and major components of the balance sheet
- Business ratios derived from the balance sheet and P & L together, liquidity, debt, profitability etc

Day 3 - Investment Appraisal

- Defining the value generated and the required return – the hurdle rate
- Return on capital employed – calculation methodology and interpretation
- Payback period calculations
- Non-financial aspects of investment appraisal and decision making

Day 4 - Essential Budgeting Processes

- Purpose and benefits, problems and limitations of capital and operational budgets and the important differences
- Budget processes in the private sector
- Budget processes in the public sector
- Identification of risks to the budget and actions to mitigate them

Day 5 - Measuring Financial Performance

- What is financial performance?
- Financial performance in the public sector
- The importance of cash flow – how to measure and improve it
- Gross profit, operating profit, net profit margin
- Key performance ratios



Course bookings

In order to attend a BLS course, a written registration request must be sent by email to enquiries@blsuk.com

If the registration is accepted, the course administration department will issue the delegate with an acceptance letter and an invoice.

Payment

Course fees **MUST** be paid at least **two weeks prior** to the course commencement. Failure to make payment on time will result in an automatic cancellation.

Cancellations

Cancellations made up to seven days prior to course commencement will qualify for a full refund of the course fees. Cancellations made less than seven days prior to course commencement will not qualify for any refund.

All cancellation requests must be submitted in writing.

Language

Fluency in English is an essential requirement for attending courses at BLS.

Cheques

BLS will only accept a/c payee cheques that are made out to Business Learning Solutions Ltd. The invoice number and company name must be indicated clearly on the back. Cheques usually take up to five days to clear.

Substitutions

Delegates registered on any course can be substituted at any time without risk of a penalty. Substitution requests must be made in writing.