

## Getting to Grips with Finance

### INTRODUCTION

These days, anyone moving up the company ladder has got to have an understanding of finance and budgets. This practical course gives non-financial people the tools to understand and interpret the company's final accounts and budgets – and actually have fun doing it! Delegates receive a practical grounding in how the final accounts of a business are put together and how to make sense of them. Also an understanding of the basics of budgeting cash flow and break-even analysis.

### COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Interpret** the Profit and Loss Account and Balance Sheet
- **Compare** meaningfully the financial reports of one business with another
- **Understand** the basic principles and terminology of accounting statements
- **Recognise** the vital importance of cash flow for a business
- **Compile** cash flow forecasts
- **Understand** how a budgetary control system works
- **Interpret** and act upon budgetary information
- **Distinguish** between fixed and variable costs
- **Recognise** the importance of knowing the break-even point for a project

### COURSE CONTENTS

#### How a business measures its income

The Profit & Loss Account

#### The Balance Sheet

Snapshot of the financial position

#### Financial ratios

#### Break Even Analysis

#### Cash Planning with Cash Flow Statements

#### Reviewing fixed and variable costs

#### Costing

Marginal versus Absorption costing

#### Personal Development Action Plans

**COURSE DURATION:** 1 Day Course

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