

# **Finance for Non Financial Public Sector Managers**

## **Course Objectives**

- a) **To provide participants with an understanding of financial accounts including income, expenditure, assets, liabilities, surpluses and deficits.**
  - b) **To raise the awareness of the importance of financial processes in record keeping to ensure accurate and complete financial accounts.**
  - c) **To enable participants to analyse and interpret financial information.**
  - d) **To gain an understanding of basic financial terminology to assist in communication with financial officers.**
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## Course Outline

- 9.30 Introduction**
- 10.00 Understanding Financial Accounts**  
-Income and Expenditure  
-Balance Sheet  
-Surplus and Deficit
- 11.0 Coffee**
- 11.15 Understanding Financial Accounts**  
-Exercises
- 11.45 Processing financial transactions**  
-Accuracy and completeness  
-Division of duties  
-Coding and Journals  
-Exercise
- 12.30 Lunch**
- 1.30 Analysing and interpreting financial information**  
-Financial Performance Indicators  
-Ratio analysis and statistics  
-Reviewing and assessing financial accounts  
-Exercise
- 3.0 Coffee**
- 3.15 Financial Terminology Quiz**
- 4.00 Summary and close**
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