

Finance for Non-financial managers - Basic Course Outline

Duration: **3 hours**

Course Description

The aim of the course is to convey a basic understanding of finance to delegates who do not come from a financial or accounting background.

Who should attend?

This course is aimed at business owners who would like an understanding of the bookkeeping process and the process of creating their financial accounts.

It will also cover the very basics of VAT.

What will it cover?

- Understand the principles of double entry book-keeping
- Understand the categories and headings used in your accounts
- Understand the significance of the coding of accounts
- Understand the significance of the Chart of Accounts and its relationship to the account codes
- Be able to complete a trial balance
- Understand the benefits of keeping a sales and purchase ledger
- Understand the implications of being VAT registered
- Understand the difference between standard and cash accounting for VAT
- Bring together the figure for a simple VAT return
- List the benefits of keeping these records on computer
- Plan a strategy for computerizing your accounts