

AAT Essentials – Short Courses

Finance For Non-Financial managers



Objectives: Understanding financial documents, analysing financial performance and managing budgets is a part of many managers' roles. However, this can be challenging without an accounting background. This AAT Essential provides a basic grounding in key financial documents and processes to help non-finance individuals meet this requirement more effectively.

Designed for: Developed for business people without an accounting and finance background, the courses provide practical, straight talking training, packed with the essentials of how to manage business finance more effectively.

Course Content:

Session 1

Understanding the Income statement account and Statement of financial position

Delegates will understand:

- what is included in a Statement of financial position
- what is included in an Income statement account
- the differences between the above two financial statements

Session 2

Using information from the Income statement account and Statement of financial position

Delegates will understand:

- how to interpret information from an Income statement account and Statement of financial position
- ratio analysis
- how to interpret using ratio analysis
- how to use selected ratios to interpret information in financial statements
- the limitations of ratio analysis

Session 3

Controlling cash

Delegates will understand:

- why cash doesn't equal profit
- what they can do to ensure there's sufficient cash within the business

Session 4

Using budgets to manage business activity

Delegates will understand:

- how budgets help with day to day business management
- how to interpret information in a budget

Benefits:

- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain a dual branded - AAT and Pitman Training certificate

Duration: 6 hours

What Next?

- Making Sense Of Financial Documents

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts