

## Financial Management for Business Professionals

Duration: 2 days

### Overview:

Financial Management for Business Professionals is an accelerated learning experience that will help non-financial employees understand how financial data is generated and reported, as well as how it can be used for improved decision making and analysis.

### Target Audience:

Since every employee, manager or owner is a custodian of the company's profits and cash flow, it is crucial for professionals at all levels to understand the financial implications of their actions to improve profitability, liquidity and sustainability of the business. This course is ideal for any individual who wishes to enhance their business acumen and elevate their comprehension of how business activities can impact the financial results of an organisation.

### Chapter 1: Introduction to Workshop

- Objectives

### Chapter 2: The Basics of Accounting in Australia

- An Introduction to Accounting in Australia
- Purpose of the Accounting Process
- Categories of Accounting Information
- The Functions of Accounting
- The Accounting Cycle
- Source Documents
- Activities

### Chapter 3: Financial Management Basics

- Introduction
- Activities

### Chapter 4: Accounting Concepts

- Types of Business Organisations in Australia
- Double-entry Bookkeeping
- Accounting methods
- Chart of Accounts
- Journals and Ledgers
- Trial Balance
- Financial Statements
- Activities

### Chapter 5: The Statement of Financial Position

- Definition
- Reasons We Need a Statement of Financial Position
- How to Generate a Statement of Financial Position
- Activities

### Chapter 6: The Income Statement

- Definition
- Reasons We Need The Income Statement
- How To Generate An Income Statement
- Activities

### Chapter 7: Cash Flow Statement

- Definition
- Why Do We Need A Cash Flow Statement?
- How To Generate A Cash Flow Statement?
- Activities

### Chapter 8: Financial Statements Analysis

- Definition
- Why Do We Need To Calculate Ratios
- How To Calculate Ratios
- Activities

### Chapter 9: Cost, Volume & Profit Analysis

- Introduction to Break-Even Point
- Definition
- Why Do We Need To Know The Break-Even Point?
- Expense Behaviour
- Break-Even Points in Units
- Activities