

## Courses and instructors to develop your potential.

Live online, on demand, face to face.

## Finance For Non-Finance Managers

If you are competent in understanding and managing the financial aspects of your day-to-day business, you will be far more effective in your job, and with a course tailored exactly to your own requirements, we can provide you with the tools you need.

### What will I learn?

#### LESSON 1

**Your Role in Your Company Finances:** What is Finance?

#### LESSON 2

**Getting to Know the Players:** Record Keeping Terminology - Accounting - GAAP - Bookkeeping

#### LESSON 3

**The Balance Sheet:** Balance Sheet Overview - Balance Sheet Terms - Assets and Liabilities - Fixed vs Current Assets

#### LESSON 4

### Key features

- ✓ Live Online Training with a real person - not dull e-learning
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

### Interested?

 Call us: 01225 308979

 Email us: [info@go.courses](mailto:info@go.courses)

Liabilities and Equity

### **LESSON 5**

**Profit and Loss (Income) Statement:** Service and Sales Income - Methods of Recording Transactions

### **LESSON 6**

**Cash Flow Statement:** Format of a Cash Flow Statement - Credit Terms and Discounts

### **LESSON 7**

**Analysing Financial Statements:** Ratio Analysis

### **LESSON 8**

**Budget Basics:** Defining a Budget - Preparing a Budget - Types of Budget

### **LESSON 9**

**The Human Aspect Finance Jeopardy:** Workshop  
Wrap-Up