

Financial Management

Level One

Learning Outcomes

- Bookkeeping Fundamental
- Understanding Financial Statements
- Develop Budgets & Cash Flows
- Government Reporting Requirements
- Tax Compliance
- Pricing Products
- Basic Financial Analysis

Course Details and Concepts

- ✓ Accounting definitions
- ✓ Financial Tools- deposit book, sales invoices, payment devices, online storage, log book, online payroll calculator
- ✓ Role of the auditor and audit proofing
- ✓ Financial Organization- controlling, protecting, organizing paper flow, storage
- ✓ Basic Bookkeeping- debits, credits, journal entries, different options for accounting systems
- ✓ Basic financial statement –income statements and how to read, prepare and improve them
- ✓ Government Reporting- requirements, process of completing
- ✓ Tax issues and the process of filing taxes
- ✓ Computerization Options- Sage 50, QuickBooks, mobile applications
- ✓ Pricing of products and services
- ✓ Budgeting A-Z- personal requirements, budget for business, excel spreadsheet introduction (prepare manually)
- ✓ Cash Flow projection
- ✓ Financial Analysis –liquidity, solvency, turnovers and comparison to industry standards
- ✓ Accounting Activity- review of all concepts