

DURATION: One day public open course – or run for your own in-house group

IDEAL FOR: Managers and business professionals without a formal accounting or finance background who want a grounding in basic financial documents and who need to know how to use this knowledge to manage day-to-day business activity and be more effective in their managerial role.

Objectives

By the end of the course you will have gained:

- An understanding of the key financial documents used in business
- The knowledge to interpret information from income statements and statements of financial position
- The ability to use financial information and analysis to make business decisions
- An understanding of cash control
- How to use budgets to manage business activity
- Confidence with a wider range of financial terminology

Programme

1. Setting the context

- What we will cover
- Your objectives and priorities for the day

2. Understanding the Income Statement Account and Statement of Financial Position

- 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

3. Using information from the income statement account and statement of financial position

- 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

4. Controlling Cash

- Why cash doesn't equal profit
- What you can do to ensure there's sufficient cash within the business

5. Using budgets to manage business activity

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

6. Summary and Recap

Gain an AAT Essentials certificate

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What Next? AAT Essentials: Budgeting – understanding the importance of budgeting and how to use it for business performance OR maybe Excel Level 1, 2 or 3.

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk