

**Course Overview:**

This Introductory course in accounting for any accountant will provides an understanding of the basic principles of accounting as used in general business. The areas covered will provide a basis for a proper understanding of accounting in the business environment as well as the public sector; coverage will include but not be limited to the accounting information system, comprehensive financial statements preparation and analysis.

**Course Objective:**

- Read and interpret financial statements
- Analyse business performance
- Contribute to cash and working capital management
- Build budgets and Manage costs and budgets
- Present business cases and utilise financing techniques to improve decision making

**Course Outline:****The Basics**

- Accounting Terminology and Policies
- Accounting as an information system
- Basic cash flow statements

**How To Interpret Accounts and Financial Statement Analysis**

- Preparing income statement & balance sheet
- Financial and liquidity ratios
- The cash conversion cycle
- Accounting cycle
- Registry books accounting.
- Preparation of trial balance.
- Preparation of financial statement
- Income statement.

**Planning for Profit**

- Understanding and working with costs
- Plan for cost reduction and profit improvement
- Fixed and variable costs income statement
- Break-even analysis
- Contribution margin
- Standard Costing

**Budgeting in Today's Competitive Business**

- The Budgeting Process
- The role of budgeting
- Annual budgeting process
- Identifying and resolving budgeting variances

**Cash Flow & Investment Decisions**

- Capital budgeting
- Weighted Average Cost of Capital

**Who Should Attend:****Training Language:**

EN

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

-All employees of financial and accounting departments and those responsible for the preparation of financial reports