



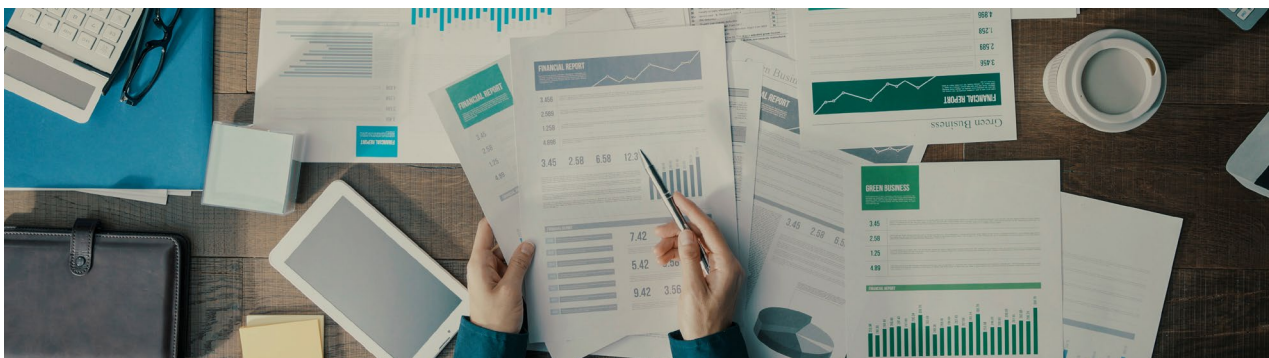
THE UNIVERSITY OF  
SYDNEY

# Finance Course for the Non- Financial Manager

*Centre for  
Continuing Education*



# Finance Course for the Non-Financial Manager



This course empowers non-financial managers and other professionals with essential financial literacy and decision-making skills. By providing a comprehensive understanding of financial concepts, budgeting techniques, and analytical tools, participants will be better equipped to contribute to their organisation's financial success. Ultimately, this knowledge will enhance their ability to make informed, strategic decisions that positively impact their departments and the overall business.

This one-day course provides an introduction to the concepts underlying external financial accounting and internal management accounting. You will be introduced to the skills necessary to prepare, interpret and analyse financial statements, including balance sheet, profit and loss statements. You will gain an insight into how your business decisions impact the financial reports of your company. We will also cover budgeting, costing and key performance indicators, and clarify the often misunderstood area of accrual accounting.

## Intended audience

Suitable for managers, team leaders, board members or individuals from a non-financial background who wish to develop their competencies for understanding their organisations' financial statements and structures.



### Course duration

1 session, 8 hours total



### Time

9am - 5pm



### Format

Face-to-face  
or  
Online in real-time



### Dates

Browse available  
[course dates](#)

Course examples will be provided to cater for attendees from all sectors – commercial, not-for-profit and government – indeed the course is designed to meet the needs of anyone who needs to interpret financial data in a work or board setting to assist with their decision-making.

## Prerequisites

None.



## Upon completion

Every participant receives a University of Sydney certificate of completion.



## Aims

This course will enable you to:

- utilise key financial terms and concepts
- analyse the 3 key financial statements – Profit & Loss, Balance Sheet and Cash Flow Statement
- forecast and prepare budgets
- calculate financial ratios for evaluating the health of the organisation
- calculate variances and recommend corrective action for achieving a budget.



## Outcomes

By the end of this course, you should be able to:

- recognise why accrual accounting is commonly used in business
- appreciate the rationale for depreciation and amortisation of assets
- interpret a Profit and Loss Statement, Balance Sheet and Cash Flow Statement
- assess the financial health of a business using financial ratios
- prepare forecasts and set budgets for sales, costs and expenses using a range of methods
- calculate variances and recommend corrective action for achieving a budget.



## Content

### Financial terminology and concepts

- Income and expenses
- Assets, liabilities and equity

### The basis for accrual accounting

- Accrual accounting versus cash accounting
- End of period recording of accruals and prepayments

### Financial management of assets

- Use of depreciation
- Difference between depreciation and amortisation

### Financial statements

- Interpretation of P&L, Balance Sheet and Cash Flow Statement
- Calculation of key financial ratios
- Interpretation of the health of a business using financial ratios

### Financial forecasting

- Use of history, market conditions and the Delphi method
- Forecasting for sales, costs and expenses

### Budgeting

- Budgeting for an organisation
- Defining and budgeting or profit centre, cost centres and for projects

### Calculating and acting on variances

- How to calculate a variance
- Correcting for unfavourable variances
- Generating an estimate of likely performance compared to the budget



*“A great course, very succinct and informative. The tutor was very engaging and knowledgeable. I thoroughly enjoyed the class and would highly recommend it. I will definitely be doing more in the future!”*

**Megan Baiocchi**

*“The course explained financial reports, ratios and accrual accounting in a clear way. We also learned some great cost effective ways to do things in business. The tutor was great at teaching us why certain things looked the way they do in financial reports, and the exercises allowed our newly learnt information to sink in.”*

**Mariam Terry**



### **Delivery style**

Delivered as an interactive workshop which includes lectures, group exercises and discussion.

### **Materials**

Course materials, including a presentation and a course booklet, are provided electronically.



### **Organisational training and development**

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)





THE UNIVERSITY OF  
**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

Centre for Continuing Education  
+61 2 7255 1577

[cce.sydney.edu.au](http://cce.sydney.edu.au)

**Follow us**



@ccesydney



@centreforcontinuingeducation



ccesydney