



THE UNIVERSITY OF
SYDNEY

Financial Fluency Course for Business Leaders

*Centre for
Continuing Education*

Financial Fluency Course for Business Leaders



This masterclass course is designed to provide non-finance professionals with the skills, knowledge and confidence to fully understand current and fundamental finance terminology, concepts, tools and principles.

In the contemporary business environment, it is beneficial for all current and emerging leaders to have some level of financial acumen in order to effectively contribute to both their own business area as well as the broader company's financial success. Having financial literacy also aids leaders in building confidence, being able to contribute more in strategic meetings across the business and simultaneously aids in career progression and development.

Over a six-week period, this masterclass will immerse non-finance leaders in foundational areas such as financial concepts, accounting principles, key performance indicators, financial statements, the importance of financial ratios, effective budgeting, business planning and forecasting. The course will also provide a grounding in financial risk management and associated introductory governance principles.

By the end of the course, participants should feel ready to apply their new skills and knowledge immediately in their workplace and will be supported by the provision of practical and easy to apply tools, templates and checklists to achieve this and continue to build ongoing confidence and capability.



Course duration

Approx 22 hours



Time

[See class schedule](#)



Format

Self-paced online
+ live sessions



Dates

Browse available
[course dates](#)

Intended audience

This course is designed to appeal to a wide spectrum of non-finance professionals who wish to improve their confidence with respect to financial knowledge and literacy. It will also help leaders at all levels who manage teams in non-finance business functions by enhancing their financial acumen and understanding, which will aid in strategic budget and forecast planning.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to provide more experienced users with proficient skills in Excel's three major strands: formulas, list management and charts, as well as providing tips to assist efficiency.



Outcomes

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

- use the fill operations available to fill a data series
- use a range of techniques to work with worksheets
- protect data in worksheets and workbooks
- use common worksheet functions
- understand and create simple PivotTables
- create more complex formulas and functions
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use Excel's Quick Analysis tools
- create and work with tables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart.



Content

The course will cover the following 6 modules over consecutive weeks:

Module 1: An introduction to finance

- Finance defined and explained
- Importance of financial literacy and acumen for non-finance leaders
- Key finance, business and accounting terms and jargon
- Main finance products and services
- Banks and other financial institutions

Module 2: Financial statements

- Balance sheet, profit & loss and cashflow statements composition
- How to read and interpret financial statements
- Shareholder equity and retained profits
- Depreciation and asset valuation basics including EBITDA
- Financial statement trend analysis to identify risks and opportunities

Module 3: Financial decision-making

- Time value of money
- Risk vs return
- Financial ratios: what are they and what do they mean?
- Understanding key performance indicators
- Understanding the levers available to positively impact these KPIs for your company
- Introductory interest rate and foreign currency risk

Module 4: Cashflow management

- What cashflow is and how is it measured
- Operating, investing and financing cashflow types
- The working capital cycle
- Debtors, creditors, stock on hand and asset turnover
- Main cashflow management problems
- Building a cashflow statement



Module 5: Financial management

- Introduction to the importance of budgeting and forecasting
- Similarities and differences: what are each trying to achieve?
- An exploration of the different methodologies for each
- Exercises to demonstrate practical creation of budgets and forecasts
- Tracking budgets and forecasts over time including variance analysis
- Common mistakes to be aware of

Module 6: An overview of financial risk governance

- Non-finance leaders need to understand both finance and non-finance risks
- The key regulators in Australia and their respective roles
- What is important to the board, CEO, CFO and General Manager?
- Overview of main finance risks categories: what to look out for and monitor
- Environmental, Social and Governance (“ESG”)



Delivery style

To be delivered across a range of methods including:

- self-paced learning modules
- online live interactive sessions via Zoom x 4
- group discussions
- case studies
- exercises and quizzes
- links to further reading via references, videos and podcasts.

Materials

This course is managed through the Learning Management System, Canvas. Once enrolled, you will be provided with login details and will have access to Canvas for 3 months after the conclusion of the course.



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

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