

Efficient Finance & Accounting Operation

Date	Venues	(Fees	Book your seat
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31 Dec -31 Dec 1969

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Course overview

This Introductory course in accounting for non-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

- Learn the functions of financial management.
- Understand the four key financial statements: balance sheet, income.
- Use financial information to manage the business or their departments
- Analyse business performance
- To be able to define accounting and explain its purpose.
- To be able to process a full range of financial transactions using double entry accounting.
- To understand and apply all major aspects of the accounting cycle including the preparation

Who should attend?

Managers, supervisors and staff from any function including finance who need to improve understanding and use of financial information.

Course outline

- Objectives of Efficient Finance
- Functions of Financial Management
- Framework for Efficient Finance
- Analysis of Financial Statements
- Cost Concepts and Decision Making
- Using Financial Information to Manage the Business
- The Budgeting Process
- Accounting Terminology and Policies
- Accounting as an information system
- How To Interpret Accounts and Financial Statement Analysis

Training methodology

- Presentation & Slides

- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays



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