

## Efficient Finance & Accounting Operation

Date	Venues	(\$ )Fees	Book your seat
16 Jun -20 Jun 2024	Manama	3200	<a href="#">Register Now</a>

### 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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