



"Excellent Service - Excellent Delivery"



# ACCOUNTING, DECISION MAKING & FINANCIAL COMMUNICATION

Financial Information for Effective Business Management

09 - 13 Aug 2021, Geneva

15 - 19 Nov 2021, London

An ISO 9001:2015 and ISO 29993:2017  
Certified Company



United Nations  
Global Compact

---

# ACCOUNTING, DECISION MAKING & FINANCIAL COMMUNICATION

Financial Information for Effective Business Management

## WHY CHOOSE THIS TRAINING COURSE?

This Finance & Accounting training course will provide a comprehensive illustration of how accounting information is collected, recorded, how it is analysed and presented both internally and externally, to support effective management, control, and decision making. This is important because key personnel in an organization use accounting information which is often said to be the 'language of business'; hence it is essential to understand and to be able to use this language.

This training course will also introduce delegates to the systems and structures of financial and management accounting and their value in ensuring the success of the business. Delegates will be exposed to, and enjoy an 'MBA Level' experience in terms of content, instruction, discussion, and team exercises.

### This AZTech training course will feature:

- The finance function, and financial and management accounting systems
- The income statement, balance sheet, and cash flow statement
- How to accurately determine product or service costs
- Accounting techniques for effective decision making
- Using budgets to control the business

## WHAT ARE THE GOALS?

### By the end of this AZTech training course, participants will be able to:

- Prepare income statement, balance sheet and cash flow statement
- Explain the difference between profit and cash flow
- Interpret cost behaviour and its impact on product costing
- Use accounting techniques to improve profitability and efficiency
- Construct functional and departmental budgets

## WHO IS THIS TRAINING COURSE FOR?

This AZTech training course is suitable for a wide range of professionals who wish to achieve career progress by expanding their financial knowledge. However, it will be most suitable for operational and middle Managers who wish to better understand and make use of financial information in their management roles, for example:

- Members of the operational management team
- Managers who have responsibility for divisional performance
- Managers who have responsibility for support functions
- Consultants who provide advice on systems and operations
- Senior staff members of any department

## HOW WILL THIS TRAINING COURSE BE PRESENTED?

This AZTech training course uses a range of training methods designed to achieve effective learning, and to maintain the interest and enthusiasm of delegates. The presenter will discuss, develop and build a framework of core knowledge of accounting and reporting, illustrating these with real-world examples.

A range of techniques will be presented, explained, and reinforced using exercises and examples. Delegates will have the opportunity to participate in teamwork exercises, analyzing financial data to control operations, measure performance and make profitable decisions.



## THE COURSE CONTENT

### Day One: Introduction to Accounting

- The importance of accounting information
- The role of the Finance Function
- The accounting equation and financial accounting systems
- Recording facts and applying judgement
- Preparing the Income Statement and Balance Sheet
- Accounting principles and accounting standards

### Day Two: Accounting Reports

- The format and contents of the Income Statement
- The format and contents of the Balance Sheet
- The effect of depreciation and impairment on profit
- Identifying and valuing inventory
- Preparing the Cash flow Statement
- The importance of cash flow in business

### Day Three: Management Accounting for Control and Decision-Making

- Collecting and analyzing costs
- The structure of direct and indirect costs
- Dealing with overheads – absorption costing or ABC?
- Cost-Volume-Profit and break even analysis
- Decision making – make or buy
- Decision making – the effect of limiting factors

### Day Four: Communicating the Plan through Budgeting

- Corporate planning and corporate objectives implemented through budgeting
- The budgeting process and timescale
- Sales budget forecasting techniques
- Cascading the budgets across the whole business
- Preparing functional budgets and the cash budget
- Budgeting principles, methodologies and applications

### Day Five: Measuring Performance to Inform Decision Making

- Monthly management reporting
- Setting and using standards
- Identifying and calculating variances
- Operating and planning variances – who is responsible?
- Measuring responsibility centre performance, ROI, RI, and EVA
- Non-financial performance – the Balanced Scorecard

#### THE CERTIFICATE

AZTech Certificate of Completion for delegates who attend and complete the training course



# ACCOUNTING, DECISION MAKING & FINANCIAL COMMUNICATION

Financial Information for Effective Business Management

DATE	VENUE	FEES(USD)
09 - 13 Aug 2021	Geneva	\$ 5,950
15 - 19 Nov 2021	London	\$ 5,950

**REGISTER NOW**

*\*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT*

**Complete & send by fax/mail to address given below.  
PLEASE USE BLOCK CAPITALS.**

## REGISTRATION DETAILS

FAMILY NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## AUTHORISATION

AUTHORISE BY: \_\_\_\_\_

POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

## MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH
- / Credit card

## HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

## EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

## CANCELLATION & SUBSTITUTION

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

## 4 WAYS TO REGISTER

Telephone: **+971 4 427 5400**  
Fax Number: **+971 4 427 5401**  
Email Address: **info@aztechtraining.com**  
Visit our website: **www.aztechtraining.com**

## DOWNLOAD CLASSROOM TRAINING PLAN 2021

Scan this code with your smart phone to download Classroom Training Plan 2021



Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.