

COURSE OUTLINE

Budgeting and Forecasting for Non Financial Executives

Who is it for?

- An introductory course for staff and managers new to the preparation, review and use of budgets. This course is suitable for those with basic to moderate financial knowledge.

What is it about?

- Budgeting is an essential part of managing your business and this course explains why. It will enable you to eradicate errors when compiling budgets and thereby avoid financial difficulties. You will learn to present budgets with confidence and accuracy and analyse variances so that corrective action can be taken.

What will it cover?

- The need to plan
- Basic concepts explained
- Budgeting as part of the business plan
- The budgeting process
- Structuring the budgets
- Compiling the budgets – avoiding the pitfalls
- Using the zero-based approach
- Interaction between the statements
- Reviewing the budgets
- Using variance analysis
- Identifying corrective action
- Flexing the budget
- Presenting the budget

What will I learn?

- More effective handling of your annual budget cycle
- Identification of the key drivers behind sales, costs and margins
- Steps needed to compile a budget for your department or organisation
- Tools to analyse variances and identify corrective actions