



Accounts and Finance for Non-Financial People

Overview

It is no secret that all successful business people can read a set of financial statements and a set of accounts. The good news is you don't have to be an accountant in order to do so. This course will teach you everything you need to know about finance and accounting to be able to survive in the business world today. Most people understand accounts and finance more than they realise. This course will show you how accounts and finance applies to your own life, a business and even that of the government. The course incorporates lots of video, group discussion and exercises.



How did you know he was an accountant?

He had a great eye for figures!



In summary the course will focus on:

- Why we need accounts and examples of consequences of where the accounting role has broken down.
- Setting up a business.
- Understanding shares and some common features of shares.
- How accounts relates to your own life and your personal financial statements.
- Accounting Jargon.
- The income statement and its components
- Matching, depreciation and amortization.
- The balance sheet and its components.
- The cash flow statement and its components
- Why cash is king!
- Some useful quick measures and comparisons.
- Getting to grips with debits, credits, the books and the trial balance.
- Understanding the basics of VAT and taxation.
- Understanding your own PAYE and your payslip.
- Retirement funds, UIF and Group life (how they work and how much you need).
- Interpreting financial statements and performance.
- Financial forecasting.
- Budgets and funding
- Discounted cash flows; NPV; IRR etc

Please refer to the agenda for more information

Geometric Progression is accredited as a provider of education and training by BANKSETA. Accreditation number: 557066.

We are a B-BBEE level four contributor. We have a B-BBEE procurement recognition level of 100%. The rating was performed by the Department of Trade and Industry (the DTI).



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Duration:

3 Days. (8h45 - 16h30)

Prerequisites

None! This really is a course for everyone and anyone. Whether you are school leaver, a business graduate, a professional, a manager etc, you will benefit!

Suitable for:

- Everyone!
- All Treasury staff from Back Office through to Front Office
- Business analysts
- Professionals
- Investors
- Traders
- Regulators & Compliance Staff
- Risk Managers
- Fund Managers & Trustees
- Graduates and interns.
- Delegates registered to write RPE.
- Anyone seeking a greater insight into the Derivatives Market.

A certificate is available on request

When: *This course is currently hosted in-house, or by request.*

Cost: *Please contact us for a quote.*



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Agenda

1. Understanding Business

- The objectives of business.
- Setting up a business.
- Reasons not to set up a business.
- The business plan & research.
- Business entities.
- Understanding shares and some common features of shares.
- Issuing your first share.
- Assets, Liabilities, income and expenses.
- Expanding your business and going on a roadshow \ bookbuild.
- Going bust.
- Making and managing money.
- Looking at different types of businesses (including Banks) and how they make money.
- Looking at some business disasters!
- Delegates will spend time learning how businesses work and how to set up a business.
- Lots of video and group activities are used.

2. Accounting and the importance of accounting.

- Why we need accounts and examples of consequences of where the accounting role has broken down.
- How accounts relates to your own life and your personal financial statements.
- Accounting Jargon.
- The income statement and its components
- Revenues, sales, invoicing and accounts receivable.
- Expenses, overheads and GP.
- Accounts payable.
- Matching, depreciation and amortization.
- Profits and dividends.
- The balance sheet and its components.
- Looking at assets in more detail.
- Looking at liabilities in more detail.
- A more detailed look of Equity.
- The cash flow statement and its components
- Why cash is king!
- Companies that make profits but are bust!
- Some useful quick measures, ratios and comparisons.
- Getting to grips with debits, credits, the books and the trial balance.
- Getting to know some key accounting standards e.g. IAS 39 / AC133.

This section includes plenty of video, animation and discussion. Delegates will relate all concepts to their own lives and will look at "real financial statements" of different companies.



3. Understanding the basics of VAT and taxation.

- Government fiscal policy & where your hard earned money is going.
- Understanding your own PAYE and your payslip.
- Group life.
- Retirement (how it works and how much you need).
- UIF.
- The basics of Corporate taxation.
- VAT.
- Understanding SARS.
- Some other taxes.

Again, this section includes video and all concepts relate back to the delegates own life as well as that of a business. This section includes group discussions and activities.

4. Finance.

- Interpreting financial statements and performance.
- Financial forecasting.
- Managing Growth.
- Putting together a financial plan.
- Budgets.
- Funding.
- Breakeven and marginal returns.
- Discounted cash flows.
- NPV, IRR etc





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Tutor: Mark Raffaelli CFA,FRM

Mark graduated with a Bachelor of Commerce from the University of Natal, South Africa in 1990. He is a CFA Charterholder and a member of the CFA Institute. He is also a fellow member of the Global Association of Risk Professionals (GARP) and has the Financial Risk Manager (FRM) qualification. Mark's extensive experience ranges from trading in Spot & Derivative Products and Consulting to the development of Risk Models, Pricing Software and Trading Systems. Those who have been to Mark's courses will know about his passion for the financial markets and ability to cut through jargon, simplify technical issues and provide real life examples. He has been nicknamed the "Steve Irwin of the financial markets".



What makes Geometric Progression different from other providers:

- We don't regurgitate traditional textbooks; instead we share real life experiences.
- We explain all the products as they relate to your own lives in plain English.
- We look at how the products are used by the professionals and how you could use them yourselves to make money.
- We are one of the few providers globally that also runs courses on the more intricate aspects of the financial markets e.g. stochastic mathematics, matrices etc.
- We love multimedia and include video and film in our courses.

We also offer practical training e.g. we teach people how to trade as if they were on the desk so that they get a turn to find out what it is like. Excel and computer examples are used where required.



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Terms and Conditions

Customer Information:

Fees include all the tuition, course file, lunches and refreshments for the duration of the course. Geometric Progression is not responsible for covering airfares or other travel costs incurred by registrants. Delegates will be responsible for their own accommodation and transport.

Disclaimer:

Geometric Progression reserves the right to change or cancel any part of the training courses due to unforeseen circumstances.

Cancellations:

If you cancel more than 10 working days before the course date, there is no cancellation fee. If you cancel between 2 and 10 days before the course date, a cancellation fee of 50% will be charged. Any cancellation less than 2 days before the course date will result in the full fee being charged.

Substitutions:

Registered delegates may be substituted at any time prior to the seminar without incurring any additional fee. Please inform Geometric Progression of the change.

Payments:

Payments must be made prior to the running of the event unless otherwise agreed with Geometric Progression.

Confirmation:

All registrations will be deemed confirmed and subject to these Terms and Conditions. Any disabled individual desiring auxiliary aid for this conference should notify Geometric Progression at least one week prior to the conference in writing, fax or email.

PLEASE NOTE:

Geometric Progression reserves the right to refuse admission where evidence of full payment cannot be shown. Should you require an original VAT INVOICE to requisition payment, please contact us on (0861) 000 615.

Geometric Progression reserves the right to cancel the course. Registered delegates will be notified and a full refund will be made.