

Accounting and Finance for non-Accountants

Module 1: Introduction to Accounting and Finance –

- Introduction to accounting and finance
- Key concepts and terminology
- The accounting equation and the need for financial control
- Uses and users of financial information
- Synergies in accounting and finance

Module 2: The Reporting Process –

- The accounting process
- From business transactions to trial balance
- From trial balance to financial statements

Module 3: Financial Statements –

- Components of financial statements
- Considerations and compliance requirements in preparing financial statements
- Structure and content of financial statements
- Notes to the financial statements
- Overview of consolidated financial statements



Module 4: Accruals and Prepayments –

- The application of the matching concept to accruals and prepayments
- **Adjustments needed for accruals and prepayments**
- **Journal entries and ledger entries for accruals and prepayments**
- **The process of adjusting for accruals and prepayments**
- **The impact on profit and net assets of accruals and prepayments**

Module 5: Tangibles and Intangibles / Assets, Liabilities and Equity –

- **Assets and liabilities of a business**
- **Current and non-current assets and liabilities**
- **Tangible and intangible assets**
- **Depreciation/amortisation, useful life, residual value**
- **The capital/equity of a business**

Module 6: Cash Flows –

- **Cash and cash equivalents**
- **Presenting and understanding a statement of cash flows**
- **The two formats for the presentation of cash flows from operating activities**
- **Cash flows from investing activities**
- **Cash flows from financing activities**



Module 7: Interpreting Financial Statements –

- Ratio analysis of financial statements
- **Key ratios and formulas**
- **Interpretation of key ratios**
- **Limitations of ratios for interpreting financial information**

Module 8: Planning and Control through Budgeting –

- Budgeting as a planning and control tool
- **The budget-setting process**
- **Approaches to budgeting**
- **Monitoring of budgets**
- **Potential benefits and problems of budgeting**
- **Behavioural aspects of budgeting**

Module 9: Applying Accounting Techniques for Decision-Making –

- Accounting techniques for decision-making
- **Contribution and Break-even analysis**
- **Cost - Volume - Profit (CVP) Analysis**
- **Investment Appraisal decisions (including key concepts: Time value of money; Present/Future Value; Cost of capital)**

