

# finance for business advisers

CODE: FBA  
DURATION: 2 DAYS  
CPD HOURS: 14

## PROGRAMME OVERVIEW

Just breathe gently and then ...relax. We know that some of you get more than just a little jittery when it comes to finance particularly if it is not a big part of your role. Finance tends to be main area of weakness in most people that we assess. Well don't worry – we've got a great course for you and people have even said it's interesting – finance, interesting? Come along and gain a greater awareness and understanding of financial management within the SME sector. You'll need a calculator but don't worry - we've even had ex-bank managers and qualified accountants getting some of the exercises wrong!

## OBJECTIVES

At the end of the programme participants will be able to:

- Appreciate the difference between income/expense accounts
- Prepare a cash flow forecast, profit & loss statement and balance sheet and understand their format
- Identify the break-even point of the business using graphical analysis
- Understand, interpret and calculate performance ratios
- Use accounting information to assist clients with business planning, decision making and controls

## DAY ONE

Introductions  
Aims and Objectives  
Cash versus Profit  
Cash Flow Forecasting  
Recording Profit and Loss  
Financial Statements  
Terminology  
The Balance Sheet

## DAY TWO

Review of Day 1  
Interpreting Financial Statements  
Ratio Analysis  
Marginal Costing  
Break-Even  
Raising Money  
Business Planning  
Financial controls  
Summing Up

TECHNICAL SKILLS

*"Trainer was fantastic. Many thanks"*

*"Very enjoyable - right level. Thank you"*

*"Tutor was very good"*

*"I enjoyed the knowledge gained and the humour of the presenter, made this course very interesting"*

*"A real joy to be here"*

*"Excellent course with a very professional tutor who was keen to engage all participants"*

*"Very stimulating course"*

*"Very useful, especially with financial forecast preparations"*

*"Thoroughly enjoyed the course"*

*"Much more informative and enjoyable than expected"*

*"Best course you've delivered so far"*

*"Excellent course, excellent tutor"*

# general features

## TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

## START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

## CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

## WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

## STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

## CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

## ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

## PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.