Accounting for Non-Accountants Training Course

Professional Development Training Course Outline

Category	Banking Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Accounting for Non-Accountants Training Course is designed for professionals who need to understand **financial literacy** and a firm grasp of accounting fundamentals without becoming certified accountants. It's a highly practical, case-study-driven program that demystifies the language of business and finance, empowering participants to make data-driven decisions confidently. From decoding **financial statements** to understanding **budgeting and cost control**, this training provides the essential skills to analyze business performance and contribute strategically to organizational success.

This course is crucial in today's business landscape where cross-functional skills are highly valued. By focusing on **financial management** and practical application, the training equips participants with the tools to interpret financial reports, manage department budgets, and engage in more effective conversations with finance teams. It bridges the gap between operational and financial roles, fostering a more collaborative and financially savvy workforce, and directly improving both individual career prospects and the organization's **financial health**.

Programme Curriculum

Accounting for Non-Accountants Training Course

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Course Objectives

1. Demystify core accounting terminology and principles.
2. Interpret and analyze key financial statements (Balance Sheet, Income Statement, Cash Flow Statement).
3. Understand the accrual vs. cash accounting methods.
4. Master the fundamentals of double-entry bookkeeping.
5. Develop skills in budgeting and forecasting.
6. Analyze financial ratios to assess business performance.
7. Learn cost management and cost-benefit analysis.
8. Understand the role of internal controls and auditing.
9. Apply financial data for strategic decision-making.
10. Navigate the complexities of working capital management.
11. Gain insights into financial reporting standards (GAAP/IFRS).
12. Prepare and present compelling business cases with financial backing.
13. Enhance financial acumen and communication with finance professionals.

Target Audience

1. Managers and Team Leaders from non-financial departments
2. Entrepreneurs and Small Business Owners.
3. Project Managers responsible for budget oversight.
4. Sales and Business Development Professionals.
5. Administrative Staff handling financial documentation.
6. Engineers and Technical Specialists moving into management roles.
7. Recent Graduates seeking to enhance their business skills.
8. Anyone needing to understand company financials.

Course Modules

Module 1: The Language of Accounting

- Fundamentals: Defining accounting, bookkeeping, and finance.
- Core Concepts: The accounting equation (Assets=Liabilities+Equity).
- Key Players: Understanding the roles of accountants, auditors, and financial managers.
- Business Transactions: Identifying and classifying common transactions.
- **Case Study**: A start-up receives an initial investment. Participants trace the financial impact of the transaction on the accounting equation.

Module 2: Decoding Financial Statements

- Income Statement (P&L): Understanding revenue, expenses, and profitability.

- Balance Sheet: Analyzing a company?ÇÖs financial position.
- Cash Flow Statement: Distinguishing between profit and cash.
- Interrelationships: How the three statements connect and tell a complete story.
- **Case Study**: Participants are given the three financial statements for a fictional company and must identify areas of financial strength and weakness.

Module 3: The Mechanics of Bookkeeping

- Double-Entry System: The concept of debits and credits made simple.
- The General Ledger: How transactions are recorded and summarized.
- Trial Balance: Preparing and interpreting the trial balance.
- Adjusting Entries: Understanding accruals, prepayments, and depreciation.
- **Case Study**: Participants work through a series of daily transactions for a small business, from invoice to payment, applying the double-entry system.

Module 4: Budgeting & Forecasting for Managers

- Budgeting Basics: Creating departmental and project budgets.
- Forecasting Techniques: Predicting future financial performance.
- Budgetary Control: Monitoring actuals against the budget.
- Variance Analysis: Identifying and explaining performance gaps.
- **Case Study**: A marketing team overspends their budget. Participants must analyze the budget variance and recommend corrective actions.

Module 5: Cost Management & Profitability Analysis

- Types of Costs: Fixed vs. variable costs.
- Break-Even Analysis: Determining the point of profitability.
- Cost-Benefit Analysis: Making informed investment decisions.
- Pricing Strategies: Understanding how costs influence pricing.
- **Case Study**: A manufacturing firm wants to launch a new product. Participants use break-even analysis to determine the minimum sales volume needed to be profitable.

Module 6: Financial Performance Measurement

- Financial Ratios: Using ratios to analyze liquidity, solvency, and profitability.
- Trend Analysis: Comparing performance over time.
- Benchmarking: Evaluating performance against industry standards.
- Working Capital: Managing cash, receivables, and inventory.
- **Case Study**: Participants analyze a competitor?ÇÖs annual report, calculating key ratios to benchmark their own company's performance.

Module 7: Internal Controls and Risk Management

- Internal Controls: Protecting assets and ensuring accurate financial records.
- Audit Process: Understanding the role of external and internal audits.
- Fraud Prevention: Recognizing red flags and best practices.
- Corporate Governance: The importance of ethical financial practices.
- **Case Study**: A small business discovers a discrepancy in its cash records. Participants investigate the issue and recommend a new internal control system to prevent future problems.

Module 8: Strategic Financial Decision-Making

- Capital Budgeting: Evaluating investment projects.
- Return on Investment (ROI): Calculating and interpreting ROI.
- Cost of Capital: Understanding the cost of financing.
- Business Valuation: Basic concepts of valuing a business.
- **Case Study**: A company is considering two different projects. Participants must calculate the ROI for each and recommend the better investment.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com