



Mandel Training Centre

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MANDEL TRAINING CENTRE

is pleased to offer a

FINANCE FOR NON-FINANCE MANAGERS COURSE

At

Mandel Training Centre, Marlborough, Harare

PROGRAMME OVERVIEW

The Finance for Non-Finance Manager course empowers managers to more effectively communicate with accounts and finance people and to understand the financial aspects of business decisions. Many operating managers have had limited exposure to financial data, are somewhat afraid of accounting statements and need to know more about this important business function. The course aims at “lifting the veil”.

KEY FOCUS AREAS

1. Understanding Financial concepts
 - Definitions
 - Trial Balance
 - Financial Statements
 - Accounting Standards
 - Practical exercises
2. Interpretation of Financial Statement
 - Ratio analysis
 - Key performance indicators
 - Cash-flow analysis
 - Benchmarking against industry standards
 - Practical exercises
3. Management Accounting
 - Costing
 - Introduction to budgets
 - Practical exercises
4. Control Environment
 - Definition
 - Internal Control Disablers- Pressure, Opportunity, Rationalization
 - HR Policies- Segregation of Duties, Staff Rotation
 - Recruitment of appropriately skilled personnel
 - Adherence to early leave taking
 - Internal Audit
 - Use of current SOPs
 - Regular Training and regular updating of SOPs
 - IT Policies
5. Budgetary Controls
 - Macro Assumptions
 - Micro Assumptions
 - Zero-based budgeting
 - Standardise budget templates for all centres
 - Stretch Budgets

- Budget Tracking
- Variance Analysis (Performance Review)
- Budget Follow up Tactics- Quarterly review of budgets basing on prevailing environmental trends (PESTEL)

6. Purchasing Controls

- Requisition system
- 3 Authentic Quotations
- Central Procurement Committee to authorize Suppliers
- Use of authorized Orders
- Goods Receiving Process
- All purchases to go via Stores to create Audit Trail
- Proper Invoicing
- Periodic verification of Quotations

7. Working Capital

Debtors Management

- Granting of credit facilities
- Secure collateral
- Sending out regular statements
- Conduct periodic circularization
- Stop supply

Stock Management

- Binning System to minimize breakages and pilferage
- Fifo to minimize losses due to expiry
- Periodic stock counts
- Variance analysis vs. System stock

Management of Creditors

- Payment against complete authorized documentation i.e. Quotation, Order, GRV ☒
- Timely document flow to avoid bottlenecks.
- Payment against reconciliations
- Supplier Aging to ensure timely payments

8. Control Accounts

Reconciling the sub ledger to the General Ledger

- Fixed Assets Register
- Cashbooks - Comparison of 2 Systems (Bank vs Accounting Sytem) ie Bank reconciliation
- Trade Debtors
- Trade Creditors
- Stocks

9. Investment Decision-making and Project Appraisal Methods

- Cost –benefit Analysis
- Break-even Concepts
- Payback Period
- Time Value of Money

10. The Zimbabwe Stock Exchange

- Introduction and History of the ZSE
- Major Roles
- Regulatory Structure
- Buying & Selling Shares
- Analysing Share Pricing

OUTCOMES OF THE PROGRAM

Participants will improve their understanding of the financial ramifications of their decisions – whether these relate to: an impact on the income statement, balance sheet or cash flow statement; budgeting more effectively; understanding what causes and drives costs; revealing key ratios and performance measures; or comprehending the principles of value creation from an economic perspective. Generally the programme provides managers with a practical understanding of finance, accounting and investment decision-making.

WHO SHOULD ATTEND

- Managers in non-financial positions.
- Managers in financial positions who wish to sharpen their skills, particularly on financial controls.

DURATION

Four (4) days

FEES

Tuition fees of \$70 per person per day if the course is conducted at Client's premises+ \$20 per person per day for lunch and 3 teas, if the course is conducted at Mandel.

2017 COURSE DATES

First course 25-28 April 2017. Second course 24-27 October 2017.

LOCATION OF TRAINING SESSIONS

Mandel normally trains in Harare but stands ready to train in Bulawayo or any other location in Zimbabwe as long as the Client foots the bill for transport, accommodation and meals.

CLASS SIZES

We normally prefer classes of 20 participants, but this number can be increased to 25.

COURSE PROGRAMME

A detailed course programme will be produced once the Client has demonstrated commitment through firming up on dates and venues.

FACULTY

Funwell Gwiza (CA)

Funwell holds the B.Tech Accountancy Honours degree from the University of Zimbabwe and is a qualified chartered accountant (CA) (Zim) having trained at Ernst & Young between 1994 and 1997. For the past 15 years Funwell worked in various audit capacities at Delta Corporation where he has risen to the position of General Manager (Audit & Risk) which he currently holds.

Vongai Chiwaridzo (CA)

Vongai is a Chartered Accountant having qualified in 1989 and holds a Bachelor of Accountancy Honours degree from the University of Zimbabwe .She joined Delta as Finance Manager Chibuku on 1st July 1994 and held various senior positions including Finance Director Chibuku , Finance Director Natbrew and General Manager Audit Delta Beverages . She left Delta for UK in November 2005 where she worked for three years, at North Middlesex University Hospital, Pearson Education and Glaxo Smithkline . She returned to Zimbabwe

in May 2008 and worked for the Reserve Bank of Zimbabwe as Head of Finance for Fiscorp and later joined TM Supermarkets as Finance Director and formed Firmcamp Consultants before rejoining Delta in March 2013 as Finance Executive Transport. In May 2013 she was appointed Finance Executive for North and in April 2014 moved to Delta Lagers as Finance Executive, a post she still holds.

Lazarus Bale Sibanda

Lazarus holds the B.Ed, B.Sc and B.Com degrees, and an MBA from the University of Zimbabwe. After extensive teaching and lecturing appointments at teacher training colleges, Lazarus joined Chibuku Breweries in 1993 and worked in various capacities including Administration Manager, Financial Accountant and Brewery Manager at various locations. He then moved to Mandel Training Centre as Programme Manager: Operations Training from 2002 to 2006 when he left to join the City of Bulawayo's City of Kings Business Ventures as its Managing Director. He came back to Mandel as Business Executive: Human Capability Development Solutions in March 2011 and holds that position to date.

CONTACT DETAILS

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