



FINANCE FOR NON-FINANCE PERSONNEL

InterContinental Muscat Hotel, Oman; 9th – 12th December 2012

WHY NEEDED

An understanding of finance and the application of accounting and finance techniques is vital for every business professional in any corporate structure. It is essential to have an understanding of accounting terminology and to be able to interpret financial statements and reports.

The objectives of this workshop are to enhance the participants' knowledge in accounting and finance practices and develop their skills in financial analysis, evaluation, risk management and financial decision making.

Case studies will be discussed and delegates will have the opportunity to work on examples to help better understand the concepts being covered.

WORKSHOP DETAILS

- Duration: Four Days, 9th – 12th December 2012, 8:30am – 4:30pm;
- Fees: RO 875/ AED 8,375/\$2,275
(including workshop materials, lunch & breaks at the venue);
- Venue: Intercontinental Muscat Hotel, Sultanate of Oman;
- Presenters: Michael Papadakis, BSc (Eng), FCA, DipM.MCIM, FCEA.
Andreas Ioannou, BBA (Hons), ACA

WHO SHOULD PARTICIPATE

Financial and non-financial managers, supervisors, coordinators and specialists involved in different departments of an organization.

WHAT THE PROGRAMME WILL COVER

- Accounting and Financial Statements;
- Ratio Analysis and Review of Financial Statements;
- Budgeting;
- Decision Making and Investment Evaluation Techniques.

Please contact us for further information or click [here](#) to register

Precept Management Consultancy, P.O. Box 255, Ruwi, PC 112, Sultanate of Oman.

Tel.: +968 24497123 Fax: +968 24497222, e-mail: precept@omantel.net.om

Website: www.preceptmanagement.com

THE WORKSHOP

DAY 1 ACCOUNTING AND FINANCIAL STATEMENTS

Accounting terminology, concepts and policies
International accounting standards
Published financial statements and reports
The technique of preparing financial statements
Trading, profit and loss account
Balance Sheet
Cash Flow Statement
Calculation of Ratios
Case studies

DAY 2 RATIO ANALYSIS AND REVIEW OF FINANCIAL STATEMENTS

Financial analysis
Financial trends
Performance and ratio analysis
Measuring profitability
Measuring liquidity
Measuring management efficiency
Measures of return for investors
Credit risk
Credit scoring
Credit policy and liquidity
Interest rate risk
Exchange rate risk
Case studies

DAY 3 BUDGETING

The role and purpose of budgets

Preparing the departmental budgets (Sales Marketing budget, Production budget, etc)

Cash budget

Capital expenditure budget

The Master Budget

Budgets and predictive models

Flexible and flexed budgets

Performance reporting

Behavioural aspects of budgeting

Participation in budget setting

Budgets as motivational targets

Continuous (rolling) budgets

Zero based budgeting (ZBB)

Activity based budgeting (ABB)

Case studies

DAY 4 DECISION MAKING AND INVESTMENT EVALUATION TECHNIQUES

Relevant costs for decision making

Examples of relevant and non-relevant costs for decision making

Minimum pricing for quotation for special orders

Make or buy decisions

Decision when to close a department or factory

Compound interest

Annuities

Present values

Net present values

Capital investment appraisal using Net Present Values (NPV)

Capital investment appraisal using Internal Rate of Return (IRR)

Payback period

Return on capital employed

Case studies

THE COMPANY



M. Papadakis & Co. is a firm of Chartered Accountants based in Nicosia, Cyprus and has a wide range of clients from industry, commerce and the financial sector and operates in the Middle East, Cyprus, Greece, Russia, North

Africa and other regions.

Mr. Michael Papadakis, BSc. (Eng), FCA, DipM.MCIM, FCEA, graduated as a Chemical Engineer, and trained and qualified as a Chartered Accountant in the UK. He is a member of the Institute of Chartered Accountants in England & Wales, a member of the Chartered Institute of Marketing and a Fellow of the Institute of Cost & Executive Accountants.

PRESENTER'S PROFILE

Michael Papadakis

Qualifications

- BSc Honors in Chemical Engineering from the United Kingdom
- Fellow of the Institute of Chartered Accountants in England and Wales
- Diploma of the Chartered Institute of Marketing
- Fellow and Examiner of the Institute of the Cost and Executive Accountants of the UK
- Training Principal approved by the Association of the Chartered Certified Accountants

Summary of Experience

1976-1979

- Trained in London with Deloitte, Haskins & Sells, one of the top ten multinational auditing firms of Chartered Accountants

1980 to date

- Founder of M. Papadakis & Co., an accountancy firm offering auditing, accountancy & management consultancy services in Cyprus & the Middle East
- Member of the Board of Directors of listed companies and public utilities
- Extensive involvement in designing and developing training programmes for senior personnel of petrochemical companies in Cyprus, the Middle East and North Africa, offering in-house tailor-made workshops in financial accountancy, management accountancy, costing and auditing.

Andreas Ioannou, BBA (Hons), ACA

Education and Qualifications

- 2008 Member of the ICAEW, Chartered Accountants
- 2002 – 2004 University of Kent, UK
BBA (Bachelor of Business Administration with Honors)
- 2000 – 2002 Cyprus College, Nicosia, Cyprus
Diploma in Marketing

Professional Experience

July 2009 – 2012 Audit Partner at M. Papadakis & Co Chartered Accountants

Role overview on audit and accounting

- Oversee and review audit work for clients to ensure compliance with International Financial
- Reporting Standards and International Standards on Auditing
- Coordinate audit team and assign areas of responsibility for different staff members
- Communicate with clients and provide advisory services on tax and other issues

Training

- Developed training schedules on various aspects of accounting
- Provided training on accounting for professionals involved in petrochemical companies in Libya
- Head of seminars for tax issues provided for clients both in Cyprus and overseas

September 2007 - June 2009 Auditor at BSG Valentine Chartered Accountants (London)

- Audit and assurance services in compliance with International Financial Reporting Standards and
- International Standards on Auditing
- Income tax and corporation tax computations

October 2005 - January 2007 Auditor at Rotsas & Co Chartered Accountants

- Part of the internal audit team at the Nicosia Municipality where I had to make recommendations on a regular basis in implementing new safeguards that would make the Municipality more efficient.
- Preparing financial projects concerning clients like the Nicosia Municipality, which would later be published.