



*Precept*  
management consultancy

## **FINANCE FOR NON-FINANCE PERSONNEL**

InterContinental Muscat Hotel, Oman; 9<sup>th</sup> – 12<sup>th</sup> 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, 9<sup>th</sup> – 12<sup>th</sup> 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, Muscat, Sultanate of Oman;
- Presenter: Michael Papadakis, BSc (Eng), FCA, DipM.MCIM, FCEA.

### **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](mailto:precept@omantel.net.om)

Website: [www.preceptmanagement.com](http://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.