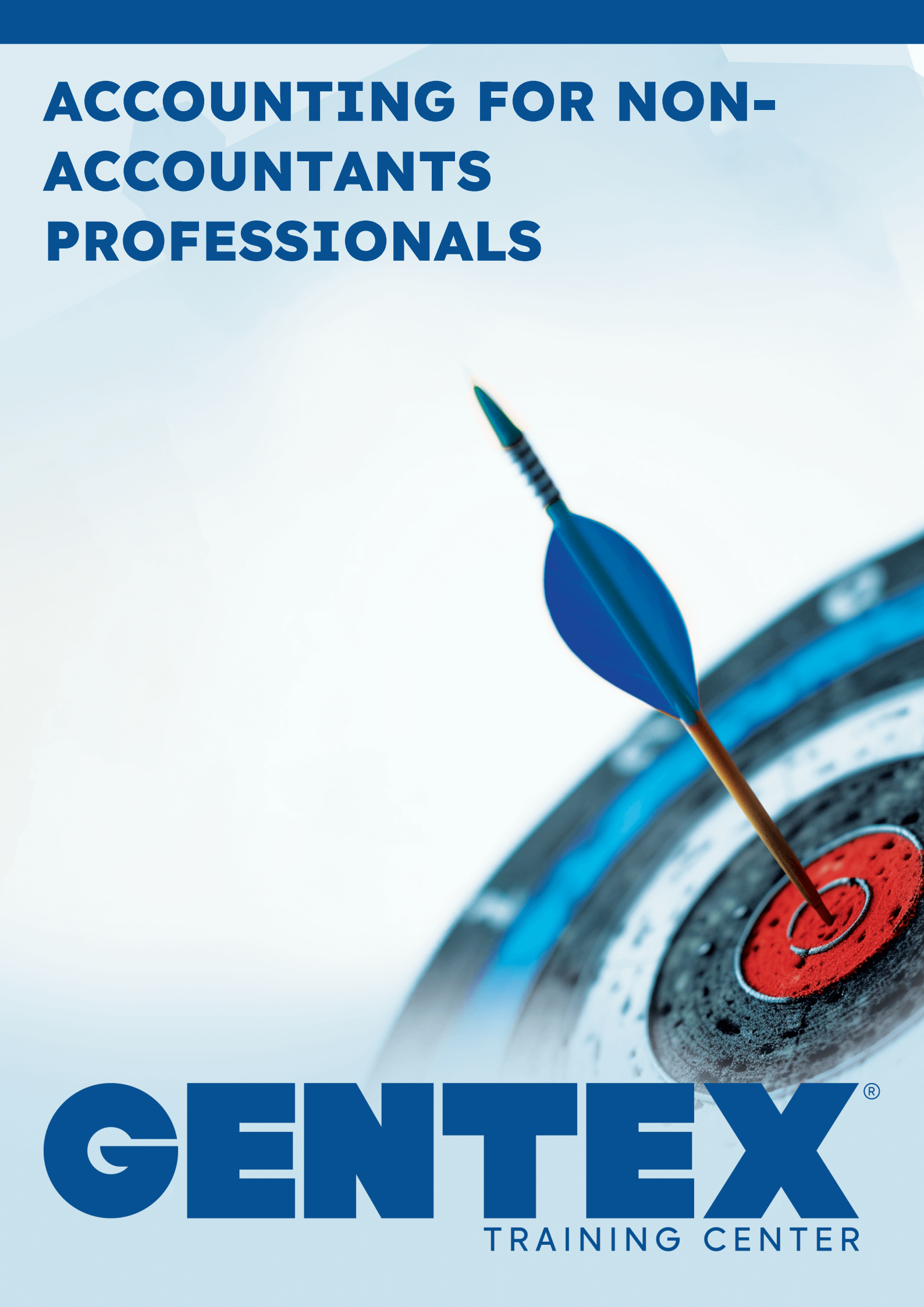
ACCOUNTING FOR NON-ACCOUNTANTS PROFESSIONALS



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Introduction

Accounting for Non-Accountants Professionals Training Course gives working professionals from non-finance disciplines a solid command of the numbers behind their work. Specialists in operations, sales, engineering, technology, and administration often own budgets and approve spending without formal accounting training. This course supplies that foundation without the technical detours. It explains how financial statements are structured, how costs behave, and how budgets and forecasts are built and monitored. Furthermore, it applies ratio analysis, contribution analysis, and working capital thinking to real decisions. In addition, it covers audit and internal control basics. As a result, participants engage with finance as capable business partners.

Accounting for Non-Accountants Professionals Course Objectives

- Explain accounting concepts, standards, and reporting principles in practical terms.
- Read and interpret the balance sheet, income statement, and cash flow statement.
- Apply the accounting equation and accrual principles to business events.
- Analyse liquidity, profitability, efficiency, and gearing ratios.
- Interpret cost behaviour and calculate contribution and break-even points.
- Prepare, justify, and monitor a departmental budget.
- Perform variance analysis and explain deviations to stakeholders.
- Manage working capital, receivables, payables, and inventory days.
- Apply capital expenditure appraisal tools to proposals.
- Read audit reports and apply internal control fundamentals.

Course Methodology

- Interactive lectures with worked examples from non-finance departments.

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- Guided analysis of published financial statements and annual reports.
- Costing, contribution, and break-even case workshops.
- Budget building and variance investigation exercises.
- Structured peer review with facilitator feedback on financial reasoning.

Who Should Take This Course

- Managers and specialists without formal accounting training.
- Operations, engineering, and technical project managers.
- Sales, marketing, and commercial professionals.
- IT, HR, and administration professionals owning budgets.
- Procurement and supply chain staff interpreting supplier financials.
- Professionals preparing for finance-facing responsibilities.

Accounting for Non-Accountants Professionals Course Outlines

Day 1: Financial Reporting Foundations

- Purpose of accounting and the users of financial information.
- Accounting equation, double entry, and accrual principles.
- Assets, liabilities, equity, revenue, and expenses.
- Recognition, measurement, and matching concepts.
- Accounting standards and reporting frameworks overview.
- Financial year, period close, and reporting cycle.
- Case study: mapping business events to accounting entries.

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Day 2: Statement Reading and Interpretation

- Balance sheet structure and what each section reveals.
- Income statement formats and margin layers.
- Cash flow statement by operating, investing, financing.
- Interrelationships across the three statements.
- Notes to accounts, policies, and disclosures.
- Audit opinions, qualifications, and going concern.
- Workshop: interpreting a full annual report extract.

Day 3: Ratio and Performance Analysis

- Liquidity ratios: current, quick, and cash ratios.
- Profitability ratios: gross, operating, and net margin.
- Efficiency ratios: receivable, payable, and inventory days.
- Gearing, leverage, and interest cover indicators.
- Return on assets, equity, and capital employed.
- Trend, common-size, and peer comparison techniques.
- Workshop: building a ratio dashboard for a business unit.

Day 4: Costs, Budgets, and Decisions

- Cost classification: direct, indirect, fixed, variable, mixed.
- Contribution margin and relevant cost thinking.
- Break-even, margin of safety, and target profit.
- Budget types, budget cycle, and responsibility centres.
- Standard costing and variance analysis in practice.

- Capital expenditure appraisal using NPV and payback.
- Workshop: preparing and defending a departmental budget.

Day 5: Cash, Controls, and Business Partnering

- Working capital and the cash conversion cycle.
- Cash forecasting and shortfall management.
- Internal control fundamentals and segregation of duties.
- Fraud indicators and basic detection awareness.
- Communicating financial results to non-finance audiences.
- Finance business partnering behaviours and questions.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Accounting for Non-Accountants Professionals, participants will gain a thorough understanding of financial reporting foundations, statement interpretation, ratio and performance analysis, cost and budget mechanics, and cash and control fundamentals. They will also acquire practical skills in statement interpretation, performance ratio analysis, budget preparation and variance analysis, and cost and break-even decision support. In addition, the course prepares them to work confidently alongside finance teams. Gentex Training Center delivers this programme with a strong focus on practical application for professional decision-makers.

FAQs for Accounting for Non-Accountants Professionals course

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Q1 What is the "Accounting for Non-Accountants Professionals" course about?

It is a five-day programme that builds practical financial literacy for professionals outside finance. It covers reporting foundations, the three main statements, ratio and performance analysis, cost and budget mechanics, capital expenditure appraisal, cash management, and internal control basics.

Q2 What are the key benefits of the "Accounting for Non-Accountants Professionals" course?

Participants gain a working command of finance rather than a passive awareness of it. The course improves budget ownership and defence, sharpens cost and pricing decisions, strengthens capital expenditure proposals, makes cash pressure visible early, and enables more productive, better-informed conversations with finance colleagues and auditors.

Q3 What skills will I gain from the "Accounting for Non-Accountants Professionals" course?

Participants gain financial statement interpretation, performance and ratio analysis across liquidity, profitability and gearing, budget preparation and variance analysis, and cost analysis with break-even and decision support. These four skills cover the practical finance capability non-finance professionals need.

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Q4 What tools, methods, or standards are covered in the "Accounting for Non-Accountants Professionals" course?

The course covers the accounting equation and double-entry principles, accrual and matching concepts, recognition and measurement basics, reporting frameworks and the period close cycle, the balance sheet, income statement and cash flow statement, notes to accounts and accounting policies, audit opinion types including qualified opinions and going concern, liquidity ratios covering current, quick and cash ratios, profitability ratios covering gross, operating and net margin, efficiency ratios covering receivable, payable and inventory days, gearing and interest cover, return on assets, equity and capital employed, trend and common-size analysis, peer benchmarking, cost classification including fixed, variable and mixed costs, contribution margin, relevant costing, break-even and margin of safety, target profit calculation, budget types and responsibility centres, standard costing, variance analysis, net present value and payback appraisal, the cash conversion cycle, cash forecasting, segregation of duties, and fraud indicator awareness.

Q5 How is the "Accounting for Non-Accountants Professionals" course applied in real-world practice?

Participants apply the methods to their own responsibilities. They read their unit's statements, build ratio dashboards, cost products and services, calculate break-even, prepare and defend budgets, investigate variances, appraise equipment or project proposals, track cash cycles, and improve controls in their own processes. Many leave with a ratio dashboard template, a budget pack, and an appraisal model ready for immediate use.

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