

BUSINESS FINANCIAL, BUDGETING & ACCOUNTING SKILLS



GENTEX[®]
TRAINING CENTER



Introduction

Business Financial, Budgeting & Accounting Skills Training Course gives professionals the financial grounding to read business results, plan a budget, and use cost information in decisions. Participants work through accounting fundamentals, financial statement interpretation, cost behaviour, budget construction, and variance review as one connected skill set. The programme links the language of accounting with the practical planning managers and analysts handle each year. As a result, learners gain working financial literacy rather than theory alone. Furthermore, the course strengthens analytical rigour, cost awareness, and the reporting discipline that supports commercial decisions.

Business Financial, Budgeting & Accounting Skills Course Objectives

- Explain the accounting cycle from transaction to financial statements.
- Apply core accounting principles: accrual, matching, and prudence.
- Read the income statement, balance sheet, and cash flow statement together.
- Analyse performance using profitability, liquidity, leverage, and efficiency ratios.
- Classify costs as fixed, variable, direct, and indirect and analyse cost behaviour.
- Apply costing methods including job costing, process costing, and activity-based costing (ABC).
- Calculate contribution margin and perform break-even and cost-volume-profit (CVP) analysis.
- Build operating, capital, and cash budgets with documented assumptions.
- Apply incremental, zero-based, and rolling budgeting approaches.
- Analyse budget variances and report financial performance to management.

Course Methodology



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Interactive sessions built on accounting, costing, and budgeting cases.
- Workshops on statement analysis, cost modelling, and budget construction.
- Group exercises on ratio interpretation, pricing, and variance explanation.
- Hands-on practice with CVP models, cost schedules, and budget templates.
- Simulation of a budget review and a costing decision for a product line.
- Facilitator coaching and peer review on personal financial analysis plans.

Who Should Take This Course

- Finance officers, accountants, and financial analysts.
- Management accountants and cost analysts.
- Budget officers and planning specialists.
- Managers and department heads accountable for budgets.
- Business owners and entrepreneurs managing finances.
- Professionals moving into finance-facing or commercially accountable roles.

Business Financial, Budgeting & Accounting Skills Course Outlines

Day 1: Accounting Foundations and the Accounting Cycle

- Purpose of accounting and the users of financial information.
- The accounting cycle: journal, ledger, trial balance, and adjustments.
- Accrual accounting, matching, and prudence principles.
- Double-entry fundamentals and the accounting equation.





- Revenue recognition and expense classification basics.
- Accounting standards overview: IFRS and local requirements.
- Case discussion: how an accounting choice changed the reported picture.

Day 2: Reading and Interpreting Financial Statements

- The income statement: revenue, cost of sales, and profit layers.
- The balance sheet: assets, liabilities, and equity.
- The cash flow statement: operating, investing, and financing flows.
- How the three statements link and reconcile.
- Ratio analysis: profitability, liquidity, leverage, and efficiency.
- Common-size and trend analysis for comparison.
- Workshop: analysing a full set of financial statements.

Day 3: Cost Accounting and Decision Support

- Cost classification: fixed, variable, direct, and indirect.
- Cost behaviour and the relevant range.
- Costing methods: job costing, process costing, and activity-based costing (ABC).
- Contribution margin and break-even analysis.
- Cost-volume-profit (CVP) analysis for pricing and mix decisions.
- Relevant costing for make-or-buy and outsourcing decisions.
- Exercise: building a CVP model for a product line.

Day 4: Budgeting and Forecasting

- The budget cycle and its link to business strategy.
- Incremental, zero-based, and rolling budgeting compared.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Revenue budgeting and sales forecasting methods.
- Cost budgeting, overhead allocation, and capacity planning.
- The cash budget and working capital planning.
- Capital budgeting basics: payback, NPV, and IRR.
- Simulation: preparing and defending a departmental budget.

Day 5: Variance Analysis and Financial Reporting

- Preparing the budget versus actual variance report.
- Distinguishing favourable and adverse variances.
- Price, volume, mix, and efficiency variance analysis.
- Root cause analysis for significant variances.
- Cost control, cost reduction, and value for money.
- Reporting financial performance to management clearly.
- Capstone: presenting an integrated financial, budgeting, and costing review.

Conclusion

By successfully completing Business Financial, Budgeting & Accounting Skills, participants will gain a practical command of accounting fundamentals, financial statement analysis, cost accounting, and budgeting. They will acquire skills in ratio interpretation, CVP decision-making, budget construction, and variance reporting that support sound commercial judgement. Gentex Training Center designs the programme to help professionals use financial information with confidence.

FAQs





Q1 What is the "Business Financial, Budgeting & Accounting Skills" course about?

It gives professionals the financial grounding to read business results, plan a budget, and use cost information in decisions. The course spans accounting foundations and the accounting cycle, reading and interpreting financial statements, cost accounting and decision support, budgeting and forecasting, and variance analysis and financial reporting.

Q2 What are the key benefits of the "Business Financial, Budgeting & Accounting Skills" course?

You gain working financial literacy rather than theory alone. The course improves statement and ratio interpretation, sharpens cost and break-even judgement, strengthens budget construction and cash planning, and gives you variance reporting discipline that supports management action.

Q3 What skills will I gain from the "Business Financial, Budgeting & Accounting Skills" course?

You will develop four core skills: accounting fundamentals and financial statement analysis, cost accounting with activity-based costing, budgeting and cash flow planning, and variance analysis with financial reporting.



Q4 What tools, methods, or standards are covered in the "Business Financial, Budgeting & Accounting Skills" course?

The course covers the accounting cycle, accrual, matching and prudence principles, IFRS and local reporting requirements, the income statement, balance sheet and cash flow statement, ratio analysis (profitability, liquidity, leverage, efficiency), common-size and trend analysis, cost classification and behaviour analysis, job costing, process costing, activity-based costing (ABC), contribution margin, break-even and cost-volume-profit analysis, relevant costing, incremental, zero-based and rolling budgeting, cash budgeting and working capital planning, payback, NPV and IRR, and price, volume, mix and efficiency variance analysis.

Q5 How is the "Business Financial, Budgeting & Accounting Skills" course applied in real-world practice?

Participants apply it to real work such as analysing a company's financial statements, building a CVP model for a product line, preparing a departmental budget, evaluating a make-or-buy decision, and presenting a budget versus actual review to management. The same methods support cost reduction programmes and capital investment appraisal.