FINANCE TRAINING PROGRAM



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Finance Training Program Training Course builds the complete foundation in finance and accounting that staff across an organisation need to work with financial information correctly. Financial work touches every department, yet training is often fragmented. One team learns reporting, another learns budgeting, and nobody connects the two. That gap produces inconsistent data, repeated questions, and slow decisions. This course develops the connected understanding that closes it. It covers accounting fundamentals, financial statements, and cost accounting. Furthermore, it applies budgeting, forecasting, and variance analysis. In addition, it develops investment appraisal, working capital, and reporting practice. As a result, participants work confidently across the whole finance cycle.

Finance Training Program Course Objectives

- Explain accounting principles and the complete accounting cycle.
- Record, classify, and summarise transactions accurately.
- Prepare and interpret the three primary financial statements.
- Apply ratio analysis to assess financial performance.
- Apply cost accounting methods and cost classification.
- Apply activity-based costing and cost driver analysis.
- Prepare budgets using incremental and zero-based approaches.
- Analyse cost, price, and volume variances.
- Apply investment appraisal using NPV, IRR, and payback.
- Manage working capital and prepare financial reports.

Course Methodology

- Interactive lectures with real finance and accounting cases.
- Accounting cycle and statement preparation workshops.

- Costing, budgeting, and variance analysis exercises.
- Investment appraisal, working capital, and reporting practice.
- Structured peer review with facilitator feedback on financial work.

Who Should Take This Course

- Finance and accounting staff building core skills.
- Accounting assistants and bookkeepers.
- Management accountants and cost analysts.
- Budgeting and reporting officers.
- Non-finance managers needing financial depth.
- Graduates entering finance and accounting roles.

Finance Training Program Course Outlines

Day 1: Accounting Fundamentals and the Accounting Cycle

- Accounting principles, concepts, and conventions.
- Double-entry bookkeeping and the accounting equation.
- Journal entries, ledgers, and trial balance preparation.
- Accruals, prepayments, and adjusting entries.
- Depreciation methods and asset register management.
- Month-end and year-end closing routines.
- Case study: completing an accounting cycle from source documents.

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Day 2: Financial Statements and Analysis

- Balance sheet structure and classification.
- Income statement formats and profit measurement.
- Cash flow statement preparation using indirect method.
- Statement interconnection and reconciliation.
- Ratio analysis: profitability, liquidity, efficiency, gearing.
- Trend, common-size, and peer comparison techniques.
- Workshop: preparing and analysing a full set of statements.

Day 3: Cost Accounting and Management Accounting

- Cost classification: direct, indirect, fixed, and variable.
- Job costing, process costing, and batch costing.
- Activity-based costing and cost driver selection.
- Standard costing and variance calculation.
- Contribution analysis and break-even calculation.
- Cost allocation and overhead absorption.
- Workshop: computing product cost under multiple methods.

Day 4: Budgeting, Forecasting, and Variance Analysis

- Budget purpose, types, and the planning cycle.
- Incremental, zero-based, and activity-based budgeting.
- Revenue, cost, cash, and capital budget preparation.
- Flexible budgets and budget revision routines.
- Rolling forecasts and forecast accuracy.

- Variance analysis: price, volume, efficiency, and mix.
- Workshop: preparing a complete budget and variance report.

Day 5: Investment Appraisal, Working Capital, and Reporting

- Time value of money and discount rate selection.
- Net Present Value, IRR, payback, and profitability index.
- Risk and sensitivity analysis in investment decisions.
- Working capital management and cash conversion cycle.
- Reconciliation routines and control account management.
- Financial reporting packs and management reporting.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Finance Training Program, participants will gain a thorough understanding of accounting fundamentals and the accounting cycle, financial statements and analysis, cost and management accounting, budgeting, forecasting and variance analysis, and investment appraisal, working capital and reporting. They will also acquire practical skills in accounting fundamentals and financial statement preparation, cost accounting and management accounting methods, budgeting, forecasting and variance analysis, and investment appraisal, working capital management and financial reporting. In addition, the course prepares them to handle the full finance and accounting cycle accurately and consistently. Gentex Training Center delivers this programme with a strong focus on applied accounting practice and reporting-ready financial work.

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FAQs for Finance Training Program course

Q1 What is the "Finance Training Program" course about?

It is a five-day programme covering the core of finance and accounting practice. It covers accounting fundamentals and the accounting cycle, financial statements and analysis, cost and management accounting, budgeting and variance analysis, and investment appraisal, working capital and reporting.

Q2 What are the key benefits of the "Finance Training Program" course?

Participants handle the full finance cycle with fewer errors and more consistency. The course improves recording and closing accuracy, sharpens statement preparation and ratio analysis, strengthens costing and standard costing work, improves budgeting and variance reporting, and raises investment appraisal and reporting quality.

Q3 What skills will I gain from the "Finance Training Program" course?

Participants gain accounting fundamentals and financial statement preparation, cost accounting and management accounting methods, budgeting, forecasting and variance analysis, and investment appraisal, working capital management and financial reporting. These four skills cover the practical core of finance and accounting practice.

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Q4 What tools, methods, or standards are covered in the "Finance Training Program" course?

The course covers accounting principles and conventions, double-entry bookkeeping and the accounting equation, journal entries, ledgers and trial balance preparation, accruals, prepayments and adjusting entries, depreciation methods and asset registers, month-end and year-end closing, balance sheet and income statement structure, cash flow statement preparation using the indirect method, statement interconnection, profitability, liquidity, efficiency and gearing ratio analysis, trend, common-size and peer comparison, direct, indirect, fixed and variable cost classification, job costing, process costing and batch costing, activity-based costing and cost driver selection, standard costing and variance calculation, contribution analysis and break-even calculation, cost allocation and overhead absorption, incremental, zero-based and activity-based budgeting, revenue, cost, cash and capital budget preparation, flexible budgets and budget revision, rolling forecasts and forecast accuracy measurement, price, volume, efficiency and mix variance analysis, time value of money and discount rate selection, Net Present Value, internal rate of return, payback and profitability index, risk and sensitivity analysis, working capital management and cash conversion cycle analysis, reconciliation and control account routines, and financial reporting pack preparation.

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Q5 How is the "Finance Training Program" course applied in real-world practice?

Participants apply the methods to real accounting and finance tasks. They record and post transactions, prepare adjusting entries and trial balances, complete month-end and year-end closings, prepare balance sheets, income statements and cash flow statements, calculate and interpret ratios, compute product costs under job, process and activity-based methods, set standards and analyse variances, prepare revenue, cost and cash budgets, build rolling forecasts, run investment appraisals with NPV and IRR, manage working capital and reconciliations, and prepare management reporting packs. Many leave with a full accounting cycle template, a costing and variance workbook, and a budget and reporting pack structure ready to use.