PREPARING FINANCIAL MANAGERS



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Preparing Financial Managers Training Course develops the technical and managerial capabilities that finance professionals need when they take on a first management role. Participants move from preparing information to directing a function: setting budgets, controlling costs, leading a team and reporting to the board. The programme covers financial reporting, management accounting, budgeting and forecasting, working capital, internal control, financial analysis and team leadership. Furthermore, it addresses stakeholder communication, governance duties and professional ethics. As a result, delegates can run a finance function with confidence and accountability. Gentex Training Center delivers the programme through case workshops and applied management exercises.

Preparing Financial Managers Course Objectives

- Explain the responsibilities and scope of the financial management role.
- Prepare and interpret financial statements using ratio and cash flow analysis.
- Apply management accounting techniques for costing and decision support.
- Build budgets, forecasts and rolling plans for a function or entity.
- Manage working capital, cash flow and treasury responsibilities.
- Apply internal control, delegation and segregation of duties requirements.
- Analyse performance using variance, contribution and profitability analysis.
- Apply investment appraisal using NPV, IRR and payback to proposals.
- Manage and develop a finance team, including appraisal and delegation.
- Communicate financial information to boards, auditors and stakeholders.

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Course Methodology

The course combines practical briefings with case workshops, simulation exercises and applied management tasks. Participants analyse statements, build a budget and appraisal model, work through a control review and prepare a board-level briefing. In addition, structured peer review and group discussion reinforce each technique, and every day closes with an applied task.

Who Should Take This Course

- Newly appointed and aspiring finance managers and controllers.
- Senior accountants moving into management responsibility.
- Assistant finance managers and departmental finance leads.
- Finance team leaders in shared service and reporting functions.
- Business unit finance partners and analysts.
- Professionals returning to or broadening a financial management career.

Preparing Financial Managers Course Outlines

Day 1: The Financial Manager Role and Reporting

- Scope of the role: reporting, control, planning and team leadership.
- Financial reporting: primary statements and their interrelationships.
- Accounting standards and policy choices that affect results.
- Ratio, trend and cash flow statement analysis.
- Presenting financial results to management and boards.
- Professional ethics and governance duties.
- Workshop: analysing a company's statements and reporting findings.

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Day 2: Management Accounting and Decision Support

- Cost classification: direct, indirect, fixed, variable and step costs.
- Absorption, marginal and activity-based costing.
- Cost-volume-profit analysis, break-even and margin of safety.
- Relevant costing for pricing, make-or-buy and order decisions.
- Product, customer and service profitability analysis.
- Standard costing and variance analysis for control.
- Workshop: costing a product and supporting a short-term decision.

Day 3: Budgeting, Forecasting and Performance Control

- Budget cycle, preparation approaches and behavioural aspects.
- Operating, cash, capital and rolling budgets.
- Flexible budgeting and variance investigation.
- Responsibility accounting and departmental performance measurement.
- Balanced scorecard and key performance indicator design.
- Forecasting techniques and forecast accuracy review.
- Workshop: building a departmental budget with variance analysis.

Day 4: Working Capital, Control and Investment Appraisal

- Working capital cycle: receivables, payables and inventory management.
- Cash flow forecasting and treasury responsibilities.

- Internal control frameworks including COSO principles.
- Segregation of duties, authorisation limits and fraud awareness.
- Investment appraisal using NPV, IRR, payback and ARR.
- Preparing a business case and approval documentation.
- Workshop: appraising an investment proposal and presenting the case.

Day 5: Leading the Finance Function and Stakeholder Reporting

- Managing and developing a finance team.
- Delegation, performance appraisal and competence planning.
- Working with auditors, regulators and external advisers.
- Board reporting, audit committee papers and governance reporting.
- Managing change in systems, processes and reporting.
- Building a personal development plan for the management role.
- Workshop: presenting a finance function report and plan before a review panel.

Conclusion

By successfully completing Preparing Financial Managers Training Course, participants will have acquired the knowledge to lead a finance function with technical competence and sound management. They will understand reporting, costing, budgeting, working capital, control and investment appraisal, and they will know how to lead a team and report to boards and stakeholders. As a result, delegates make the transition into management with confidence. Gentex Training Center builds the programme around current financial management practice.

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FAQs for the Preparing Financial Managers course

Q1 What is the "Preparing Financial Managers" course about?

It prepares finance professionals for a management role. You cover financial reporting and analysis, management accounting, budgeting and forecasting, working capital, internal control, investment appraisal and team leadership, with practical case workshops.

Q2 What are the key benefits of the "Preparing Financial Managers" course?

You gain the technical and managerial grounding to take on a finance function rather than a set of tasks. You also improve budgeting and reporting quality, strengthen control and delegation, support better investment decisions, and communicate more convincingly with boards, auditors and business partners.

Q3 What skills will I gain from the "Preparing Financial Managers" course?

You will gain financial reporting and analysis, management accounting and decision support, budgeting, forecasting and performance control, and working capital management, internal control and investment appraisal.

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Q4 What tools, methods, or standards are covered in the "Preparing Financial Managers" course?

The course covers ratio, trend and cash flow analysis, absorption, marginal and activity-based costing, cost-volume-profit and variance analysis, flexible budgeting and the balanced scorecard, responsibility accounting, working capital and cash conversion cycle management, the COSO internal control framework, segregation of duties and authorisation limits, and investment appraisal using NPV, IRR, payback and ARR.

Q5 How is the "Preparing Financial Managers" course applied in real-world practice?

Graduates apply it to prepare monthly management reporting, build and defend departmental budgets, investigate variances and correct performance, manage receivables, payables and cash, review control weaknesses, appraise investment proposals, brief boards and audit committees, and develop their finance team.