

ACCOUNTING FOR NON-ACCOUNTING PROFESSIONALS

“Demystifying Financial Information to Empower Smarter Business Decisions”

Schedule

Date	Venue	Fees (Face-to-Face)
06 - 09 Dec 2026	Doha, Qatar	USD 2995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In today's competitive and performance-driven business environment, the ability to understand and interpret financial data is essential—even for non-finance professionals. Whether managing a department, overseeing budgets, or contributing to strategic decisions, a sound grasp of accounting fundamentals can significantly enhance decision-making and operational effectiveness.

This 4-day training is specifically designed for professionals with little or no background in finance. Through clear explanations, real-world examples, and interactive exercises, participants will gain practical knowledge of accounting concepts, financial statements, budgeting, and internal controls—enabling them to engage confidently with financial information in their roles.

Objectives

By the end of this course, participants will be able to:

- Understand core accounting principles, concepts, and terminology
- Interpret financial statements including income statements, balance sheets, and cash flow statements
- Apply financial ratios and tools for performance analysis
- Participate in budgeting and cost control processes
- Recognize internal controls and the role of financial compliance

Why Attend

- To gain financial literacy without requiring a background in accounting
- To enhance your confidence in reviewing budgets and financial reports
- To improve your contribution to business decisions based on financial data
- To communicate more effectively with finance and accounting teams
- To understand how your role impacts the organization's financial health

Target Audience

This program is designed for:

- Managers, supervisors, and team leads with budget responsibilities
- Professionals in marketing, HR, operations, engineering, and administration
- Entrepreneurs and business owners without formal finance training
- Anyone who needs to understand accounting concepts in a practical context

Individual Benefits

Key competencies that will be developed include:

- Financial literacy and confidence in interpreting financial data
- Knowledge of cost behavior, financial performance, and budgeting processes
- Ability to assess the financial impact of decisions
- Understanding the structure and function of key financial reports
- Awareness of internal controls and financial accountability

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Better collaboration between financial and non-financial departments
- Improved budget management and cost-conscious decision-making
- Greater transparency and accountability in resource allocation
- Enhanced overall financial performance through informed operational input
- Reduced miscommunication and inefficiencies in financial reporting

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Simplified overviews of accounting fundamentals and reporting structures
- Case Studies - Practical business scenarios to reinforce financial understanding
- Workshops - Hands-on exercises in budgeting, statement analysis, and financial decision-making
- Peer Exchange - Group discussions to share budgeting and finance challenges from different departments
- Tools - Sample financial statements, budget templates, ratio calculators, and reporting checklists

Course Outline

Detailed 4-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Accounting and Financial Reporting

- Module 1: Accounting Basics for Non-Accountants (07:30 – 09:30) • Purpose of accounting in business • The accounting cycle: from transactions to reporting • Key accounting principles and assumptions
- Module 2: Introduction to Financial Statements (09:45 – 11:15) • Overview of the income statement, balance sheet, and cash flow statement • Terminology and structure of each statement • How the three statements are interconnected
- Module 3: Workshop – Reading and Interpreting Financial Reports (11:30 – 01:00) • Walkthrough of sample financial statements • Identifying revenues, costs, assets, liabilities, and equity
- Module 4: Understanding the Role of Accountants in Organizations (02:00 – 03:30) • Financial reporting responsibilities and controls • Internal vs. external reporting requirements

Day 2: Budgeting and Cost Control Essentials

- Module 5: Budgeting Fundamentals (07:30 – 09:30) • Why budgeting matters for departments and projects • Types of budgets and their purposes • The budgeting process in organizations
- Module 6: Cost Concepts and Classification (09:45 – 11:15) • Fixed vs. variable costs • Direct vs. indirect costs • Cost centers and responsibility accounting
- Module 7: Workshop – Preparing a Simple Department Budget (11:30 – 01:00) • Creating an operating budget using templates • Setting goals and estimating expenditures
- Module 8: Monitoring Budget Performance (02:00 – 03:30) • Variance analysis and corrective actions • Reporting budget performance

Day 3: Financial Performance and Decision-Making Tools

- Module 9: Key Financial Ratios and Indicators (07:30 – 09:30) • Profitability, liquidity, and efficiency ratios • Interpreting trends and benchmarking • Using ratios to support business decisions
- Module 10: Break-Even and Cost-Volume-Profit Analysis (09:45 – 11:15) • Break-even concepts and calculation • Decision-making under different cost structures
- Module 11: Workshop – Scenario-Based Financial Analysis (11:30 – 01:00) • Analyzing financial results in a simulated business context • Making informed recommendations
- Module 12: Linking Financial Data to Business Strategy (02:00 – 03:30) • Aligning department plans with financial goals • Supporting strategic initiatives with financial insight

Day 4: Internal Controls, Compliance, and Wrap-Up

- Module 13: Understanding Internal Controls (07:30 – 09:30) • Importance of internal control systems • Segregation of duties, authorization, and audits
- Module 14: Ethics and Financial Accountability (09:45 – 11:15) • Financial integrity and ethical decision-making • Recognizing red flags and potential misstatements
- Module 15: Workshop – Identifying Financial Risks and Control Measures (11:30 – 01:00) • Group discussion of common risks and mitigation steps • Drafting a basic financial control checklist
- Module 16: Final Review and Action Planning (02:00 – 03:30) • Recap of key takeaways • Self-assessment and next steps • Closing remarks and certificate distribution

Certification

Participants will receive a Certificate of Completion in Accounting for Non-Accounting Professionals, validating their practical understanding of accounting principles, budgeting practices, and financial analysis for better business decision-making.

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