

ACCOUNTING FOR NON - ACCOUNTANTS

“Understand Financial Statements, Manage Budgets, and Make Informed Business Decisions Without Prior Accounting Knowledge.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Understanding basic accounting principles is crucial for managers, business owners, and professionals who make financial decisions but do not have an accounting background. Accurate interpretation of financial data supports better planning, budgeting, and strategic decision-making.

The Accounting for Non-Accountants course is designed to demystify accounting concepts and provide participants with practical skills to understand, analyze, and apply financial information. Through interactive sessions, exercises, and real-world examples, participants will gain confidence in reading financial statements, managing budgets, and making informed business decisions.

Objectives

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

- Understand fundamental accounting principles and terminology.
- Read, interpret, and analyze financial statements.
- Apply basic accounting concepts in budgeting and decision-making.
- Understand the flow of transactions and their impact on financial statements.
- Recognize financial performance indicators and key metrics.
- Make informed business decisions based on financial data.
- Ensure accurate record-keeping and compliance with basic accounting standards.
- Improve collaboration with accounting and finance professionals.

Why Attend

Financial literacy is essential for professionals who are not accountants but are involved in budgeting, planning, and decision-making. This course equips participants with practical knowledge and confidence to interpret financial information accurately, improving their effectiveness in organizational and business contexts.

Target Audience

This course is suitable for:

- Managers, Team Leaders, and Department Heads
- Entrepreneurs and Business Owners
- Project Coordinators and Administrative Professionals
- Professionals involved in financial decision-making
- Anyone seeking to understand accounting without formal training

Individual Benefits

- Understanding of basic accounting principles and terminology
- Ability to read and analyze financial statements
- Improved financial decision-making and planning skills
- Confidence in managing budgets and interpreting reports
- Enhanced collaboration with finance and accounting teams
- Practical tools to monitor and evaluate financial performance

Organizational Benefits

- Improved financial awareness across non-finance staff
- Better budgeting, planning, and decision-making processes
- Enhanced communication between departments and finance teams
- Increased efficiency in managing resources and expenses
- Reduced errors in financial interpretation and reporting
- Strengthened overall organizational financial literacy

Instructional Methodology

The course uses a practical, interactive approach:

- Instructor-led sessions with simplified explanations of accounting concepts
- Real-world examples and case studies
- Hands-on exercises with financial statements and budgeting scenarios
- Group discussions and problem-solving activities
- Continuous feedback and Q&A sessions for clarity and understanding

Course Outline

Module 1: Introduction to Accounting Principles

Module 2: Understanding Financial Statements – Balance Sheet, Income Statement, and Cash Flow

Module 3: Recording Transactions and Basic Bookkeeping

Module 4: Budgeting and Forecasting for Non-Accountants

Module 5: Analyzing Financial Performance and Key Metrics

Module 6: Understanding Profitability, Costs, and Expenses

Module 7: Decision-Making Using Financial Data

Module 8: Basic Compliance and Regulatory Requirements

Module 9: Effective Collaboration with Accounting Teams

Module 10: Capstone Activity – Practical Financial Analysis Exercise

Certification

Upon successful completion, participants will receive a Certificate in Accounting for Non-Accountants, acknowledging their ability to understand, interpret, and apply fundamental accounting concepts in professional and business contexts.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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