

# FINANCE FOR NON-FINANCIAL PROFESSIONALS

Handle Financial Matters with Confidence!

3 days **interactive** training workshop | SDPI | Islamabad  
01 - 03 February 2012. Registration deadline is January 20, 2012

This comprehensive training is for professionals from non-financial backgrounds of development sector. Participants will learn the jargon, standard practices, and everyday applications of finance and accounting. This training provides professionals with awareness and understanding of the ways finance affects their business objectives. The participants will get familiar with the form, content and analysis of financial statements, and main accounting principles and techniques. Participants will be in a position to communicate comfortably with Financial Executives.

## OBJECTIVES

- Understanding & evaluation of the 'Numbers'
- Making better & informed financial decisions
- The confidence to use, discuss & present financial information
- Building support from your finance department for proposals & projects by communicating effectively the financial issues & terms
- Maximizing the ability to use financial techniques & evaluating financial options
- Building credibility as Managers
- Increase your confidence as you contribute your ideas in financial planning meetings with upper management.
- Assess the liabilities and payoffs of new ventures, proposals, and plans.

## CONTENTS

- Internal Control Policies
- Warm-Up Quiz
- Introduction To Accounting & Finance
- Financial & Management Accounting
- Financial Management
- Cash Management
- Budget & Budgetary Controls
- Grant/Fund/Project Accounting
- Evaluating & Analyzing Financial Data
- Audit

## TRAINER PROFILE

**Saira Kanwal** is Chartered Certified Accountant with years of professional experience in Accounting & Financial Management, Business Analysis, Internal Controls & Compliance, Financial & Operational Audits and International Reporting, Accounting & Auditing standards and local statutory/ regulatory requirements. She completed her Financial & Audit training, mandated by Institute of Chartered Accountants of Pakistan, from the most prestigious chartered accountant firm, M/S A. F. Ferguson & Co –a member firm of PWC. She also holds the degree of Certified Internal Auditor and is member of the Institute of Internal Auditors, USA. At present, Saira is working as Senior Manager Finance at Sustainable Development Policy Institute, Islamabad.

## REGISTER BEFORE 20<sup>TH</sup> JANUARY 2012

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## WHO SHOULD ATTEND

Professionals of development sector who have no previous or little education in Finance but realize that they need practical tools to help them understand and interpret financial information, will find this course extremely useful. It has also been designed for those who need to understand the pivotal role finance plays within their organization.

## METHODOLOGY

This workshop will be practice based & an interactive session for participants involving several practical exercises throughout the workshop.

## REGISTRATION FEE & DISCOUNTS

**Rs. 15,500/- per person** payable through crossed cheques/bank-drafts/pay orders in favour of Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates. 20% discount for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 15% discount is available for participants who have previously attended SDPI's workshop since 2009.

