

Accounting & Finance for Secretaries & Office Administrators

Using Accounting and Finance Systems to Help and Gain Benefits

Introduction

For individuals who are unfamiliar with this field of business, this Office Administrators & Secretaries training course on finance and accounting offers an introduction. The participants will receive training to assist financial and operational processes. Participants in this training session on finance and accounting will leave with a thorough understanding of the language used in these fields. They will also gain knowledge of accounting systems' concepts and procedures through hands-on activities and real-world situations.

The main goal of this Accounting & Finance for Secretaries & Office Administrators training course is to make sure that participants can carry out their duties in the workplace more successfully and effectively.

This training course on Course N Carry Accounting & Finance for Secretaries & Office Administrators will feature the following highlights:

- The Clearly Explained Basic Accounting Principles
- Using simple worked examples, knowledge and confidence in accounting for a variety of commercial transactions will be built.
- Easy-to-use but Powerful Tools for Evaluating the Performance and Position of Your Business
- Fundamental Management Accounting Principles that guarantee the effectiveness and profitability of your company
- How and Why Using Budgets Can Help You Achieve Your Overall Business Goals

Objectives

Upon completion of this training course on Accounting & Finance for Secretaries & Office Administrators, participants will:

- Recognise the significance of the finance and accounting functions.
- Recognise accounting in everyday business dealings
- Possess the ability to create basic financial statements
- Possess the ability to assess business performance using fundamental ratios

- To ensure productivity and profitability, familiarise yourself with budgeting and costing methods.

Training Methodology

This is a highly interactive course in finance and accounting; in the first session, you will work through case exercises and solve problems. Establishing a connection between the training room and your office/organization will be encouraged.

This training course on finance and accounting for office administrators and secretaries will use a variety of teaching strategies, such as brief presentations with time for Q&A, knowledge-building exercises and mini-cases, and group discussions where participants can exchange thoughts and firsthand experiences.

Organizational impacts

Your staff members will gain the following knowledge from taking this Accounting & Finance for Secretaries & Office Administrators training course:

- Be able to participate in meetings and conversations at work more successfully
- Has the abilities and know-how to support their supervisors more successfully.
- Understand the significance of accounting and finance in their organisation
- Be inspired to apply the knowledge and abilities they have gained to enhance their position within the company.
- Recognise and be able to read simple financial reports and statements.
- Be more prepared to assume financial accountability for their roles within the business.

Personal Impact

What benefits will the worker receive from taking this training course on finance and accounting for secretaries and office administrators?

- You will gain information and abilities that will support your personal growth inside the company.
- Your job role will be improved by you.
- You'll get a better understanding of the main problems that your company is facing.
- It will help you advance your career abilities.
- It will allow you to communicate with different departments and line managers efficiently.
- Your stature inside the company will rise as a result of others realizing how knowledgeable and understanding you are.

The organization's non-financial staff members can benefit from our Accounting & Finance for Secretaries & Office Administrators training session. It is intended for everyone who uses and contributes to any kind of financial data within the company. Some instances are:

- Office Administrators and Secretaries
- Executive assistants and personal assistants
- Professionals in administration and support roles in production and marketing
- Anyone looking to brush up on or broaden their knowledge of accounting and finance terms and procedures

Course Outline

Day 1

Overview of Accounting and Finance

- The Triple Connotations of Money
- How can finance assist secretaries and office administrators in their roles?
- The two categories of accounting are management (internal) and financial (external).
- The Double-entry Financial Accounting System's Fundamentals
- In the Financial Accounting System, how are transactions recorded?
- Secretaries and Office Administrators' Contribution

Day 2

The Statements of Financial Position

- Comprehending the Income Statement
- The Four Profit Levels and Their Significance
- Comprehending the Balance Sheet: Depreciation, Amortisation, and Impairment Measures of Non-Current Asset Consumption
- How is inventory valued, and what does it mean?
- The Cash Flow Statement: Its Purpose and Preparation

Day 3

Assessment of Financial Statements

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- The structure and contents of public companies' annual reports
 - What information needs to the company's stakeholders have? Who are they?

- Why is it that in order to comprehend these reports, we must study them?
- How are accounting ratios calculated?
- How can performance be evaluated using ratio analysis?

Day 4

Overview of Management Accounting

- Gathering and Examining Expenses for the Management
- Accounting Database
- Creating Cost Structures for Our Goods and Services
- Using Cost Structures to Calculate Our Break-even Point
- Utilising Cost-Volume-Profit Analysis to Make Cost-Effective Decisions

Day 5

Budgets: Why are they necessary? –

- The connection between organizational operations and business strategy at all organizational levels
- Timelines, paperwork, and procedures related to the budget preparation process
- Putting Together a Departmental Budget
- Creating the Cash Budget
- Using Variance Analysis to Compare Actual Performance with the Budget
- The Crucial Function of Secretaries and Office Administrators in Budgetary Planning