The Basics of Business Finance Training Course

17 – 21 January 2027
Amman (Jordan)



Dubai - UAE: +971 4 450 5697
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Amman - Jordan: +962 79 712 3347

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Ref: 2030_281182 **Date:** 17 – 21 January 2027 **Location:** Amman (Jordan) **Fees:** 3300 Euro

Introduction

This business finance fundamentals course aims to give learners a comprehensive understanding of the preparation of numerical, graphical, and financial formats sufficient to provide insightful information for management needs in rigorous monitoring, strategic decision-making, and practical problem-solving processes.

Finance Fundamentals Course Subsection

In our Finance Fundamentals Course subsection, participants will be introduced to the core principles and foundational knowledge necessary to navigate the financial aspects of the business world.

Participants in this business finance fundamentals course will understand financial statements, the basics of economic and financial analysis, and the fundamental concepts of financial planning.

Business Finance Certificate Programs

Our Business Finance Certificate Programs are designed to equip learners with a tangible credential demonstrating their proficiency in business finance upon completing the course.

Targeted Groups

- Managers non-financial roles.
- Team leaders.
- Accounts assistants.
- Accounting technicians.
- Office administrators.
- Clerical assistants.

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Course Objectives

At the end of this business finance fundamentals course, the participants will be able to:

- Know how to prepare and manage comprehensive business budgets.
- Understand and analyze budget deviations and variances thoroughly.
- Know how a business may maintain liquidity in various financial scenarios.
- Prepare detailed costing information for business needs.
- Record and monitor stock movements in a business environment.
- Understand in-depth principles of credit control.
- Utilize business performance indicators to drive business success.
- Gain an internationally recognized qualification in Profit and Loss Courses and Profit and Loss Certification.
- Develop essential skills to enhance their position within the workplace.
- Work more effectively and efficiently with colleagues.
- Develop the ability to prepare and manage budgets effectively.
- Appreciate the need for robust liquidity and strict stock management.
- Improve the knowledge and qualifications of their personnel.

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Targeted Competencies

- Budget preparation.
- Sales budgets.
- Production budgets.
- Cash budgets.
- Capital budgets.
- Budget management, including “What If, sensitivity analysis, and budget control, including variance analysis.
- Liquidity management and the assessment of risks.
- Methods of stock control.
- Performance measurement to improve performance, liquidity, and profitability.

Course Content

Unit 1: Preparing Business Budgets

- Calculate the impact of increases and decreases in quantities and the financial value of materials.
- Assess changes in hours, wage rates, and overall labor costs.
- Estimate the financial implications of scale changes in expenses.
- Calculate fluctuations in amounts and the financial value of income.
- Make provisions for the timing of receipts and payments arising from credit transactions.
- Prepare comprehensive sales, production, materials, labor, expenses, and cash budgets.

Unit 2: Managing Budgets - Budget Deviations/Variances and Costing

- Identify significant variances deviations between actual outcomes and budget forecasts.
- Compute detailed variances deviation between actual figures and budget projections.
- Recognize fixed, variable, direct, and indirect cost structures.
- Extract critical data on income and expenditure for evaluation purposes.
- Prepare accurate estimates and job costing.
- Verify estimates and job costs for accuracy.

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Unit 3: Liquidity Management

- Explore strategies on how a business can maintain an optimal level of liquidity.
- Invest surplus funds.
- Understanding of investment risk.
- Obtain crucial funding such as loans and establish overdraft arrangements.
- Analyze interest rate risk in the context.
- Recent events in the banking and financial markets.

Unit 4: Stock and Credit Control

- Implement stock valuation methods and record the movement of stock using FIFO, LIFO, and AVCO perpetual methods.
- Calculate precise cost information.
- Discuss the advantages and risks associated with extending credit.
- Determine credit prices and compare them with cash prices.
- Employ an age analysis of debtors to determine appropriate actions.
- Assess average periods of credit offered and the proportions of bad and doubtful debts.

Unit 5: Measuring Performance

- Understand and apply key performance indicators within a business context.
- Organize and interpret information in a suitable format derived from data presented in tables or graphical representations.
- Calculate performance indicators measuring customer growth, satisfaction, quality of service, efficiency, effectiveness, and productivity.
- Convey financial and non-financial performance data in various graphical formats such as line graphs, bar charts, and pie charts.
- Compare performance indicators/trends over time and benchmark information against similar organizations or collected industry-relevant data.
- Conduct comprehensive financial ratio analysis.