



Finance and Accounting for Office
Administrators & Secretaries



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Introduction:

In today's fast-paced business world, office administrators, secretaries, and other administrative professionals play a crucial role in ensuring the smooth operation of financial tasks.

For professionals embarking on or aiming to improve their competencies in advanced financial accounting and reporting, as well as accounting and financial management, the Finance and Accounting for Office Administrators & Secretaries course can be an invaluable resource.

From gaining familiarity with the fundamentals of financial accounting to understanding financial accounting management, this finance accounting course seeks to reinforce your foundation and enhance your ability to engage with finance teams efficiently.

This course may pave the way for aspiring individuals to earn accounting and finance certifications, further solidifying their credentials in the field. Whether you're looking for an office management course, office administration training courses, or an office administration certificate program near you, this comprehensive office management and administration course could be the stepping stone you need.

Ideal for the accounting secretary or anyone in a supportive role within office administration, the office management course promises to deliver practical tools and insights to make a noticeable impact in your professional journey.

This accounting and financial management program introduces finance and accounting for those who need to gain prior knowledge of this business area. It is designed to train the participants to support operational and financial processes.

Those attending this office management course will understand the essential terminology of finance and accounting and learn the principles and techniques of accounting systems through practical examples and exercises.

The office management program aims to ensure that those who attend can perform more effectively and efficiently within the workplace.

Targeted Groups:

- Secretaries.
- Office administrators.
- Personal assistants and executive assistants.
- Administrative professionals and support staff.
- Production and marketing professionals.
- Anyone wishing to increase or update their awareness and understanding of finance and accounting methods and terminology.

Course Objectives:

At the end of this office administration and financial accounting course, the participants will be able to:

- Appreciate the importance of the accounting and finance function and how it links with every part of the organization and its suppliers, customers, shareholders, lenders, and society.
- Understand commonly used finance and accounting terminology, thereby allowing them to make a valuable contribution to the workplace in meetings or a supportive role.
- Understand the principles of accounting for routine business transactions.
- Summarize the results of business transactions over a while and prepare simple financial statements, including the income statement, balance sheet, and cash flow statement.
- Analyze and compare company performance using fundamental ratios.
- Understand how costing and budgeting techniques can help the company to maintain efficiency and profitability.
- Acquire skills and knowledge that will help their personal development within the organization.
- Become more aware of the significant issues facing their business.
- Please enable them to liaise effectively with line managers and other departments.

Targeted Competencies:

At the end of this office administration and financial accounting course, the target competencies will be able to:

- Financial awareness.
- Understanding financial statements.
- Analytical thinking.
- Knowledge of cost systems.
- Budgeting proficiency.

Course Content:

Unit 1: Introduction to Finance and Accounting:

- What is accounting? What is finance?
- The primary sources of long-term and short-term finance.
- What is financial accounting?
- What is management accounting?
- A comprehensive overview of financial accounting vs. management accounting.
- Simple rules of double-entry bookkeeping that can be applied to all financial transactions.
- How do you record the things you buy and the things you sell?
- How do you record business payments and receipts?
- What is depreciation? Explanation of the various methods and their impact on profit.

Unit 2: The Financial Statements:

- Preparing basic financial statements for the income statement and the balance sheet.
- Key elements of financial statements are defined and explained.
- How is profit calculated?
- Distinguishing between revenue and capital expenditure.
- Classifying assets and liabilities.
- Understanding working capital.
- Company net worth.
- The distinction between profit and cash.
- Analysis of published annual reports for stakeholders.

Unit 3: Basic Evaluation of Financial Statements:

- The importance of evaluating financial statements.
- Identifying stakeholders and understanding their information needs.
- Techniques for common-size financial statements.
- Ratio uses and assessing performance, including:
 - How do you calculate accounting ratios?
 - How do we use ratio analysis to evaluate performance?
 - Profitability ratios.
 - Liquidity ratios.
 - Operating efficiency ratios.
 - Gearing ratios.
- Exploring the cash flow cycle and working capital management.
- Methods to determine company valuation for the book value vs. market value.

Unit 4: Introduction to Costing Systems:

- The process of collecting and analyzing costs.
- Different cost analysis methods.
- Understanding overheads and how to interpret them.
- Defining the cost of production with marginal and total costs.
- The impact of inventory on production costs.
- Inventory valuation methods FIFO, LIFO, and AVCO.
- Marginal costing and its relation to costs, profit, and volume.
- Determining the break-even point and margin of safety.
- Conducting what-if analysis.

Unit 5: Budgets:

- The link between corporate strategies and operational levels through budgeting.
- The benefits and limitations of budgets.
- Identifying the key features of budgets.
- Techniques for essential budget forecasting.
- The process of preparing a departmental budget.
- Variance analysis: comparing actual performance to the budget.
- The effects of budgets on motivation within an organization.

With this curriculum, participants will embark on an educational journey, delving into the multifaceted world of finance and accounting, empowered with knowledge that aligns with industry demands and personal career advancement.