



Finance and Accounting for Office
Administrators & Secretaries
Conference



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Introduction:

This finance accounting program for office administrators and secretaries provides an all-encompassing overview of finance and accounting specifically tailored for office management personnel, including office administrators and secretaries. It serves as an advanced financial accounting and reporting workshop, equipping participants with the fundamentals of financial accounting and enabling them to navigate accounting and financial management adeptly within their roles.

Attendees at this office administrator and secretary finance accounting conference will also grasp essential finance and accounting terminology. They will also delve into the practical application of accounting systems through illustrative examples and exercises. The office administrator and secretary finance accounting program inherently serves as an office administration certificate program, culminating in enriched knowledge that can significantly contribute to workplace efficiency and effectiveness.

Targeted Groups:

- Secretaries.
- Office Administrators.
- Personal Assistants and Executive Assistants.
- Administrative Professionals and Support Staff.
- Production and Marketing Professionals.
- This office administrator and secretary finance accounting conference is for anyone interested in understanding or needing a refresher on financial and accounting methods and terminology.

Conference Objectives:

Upon completion of this office administrator and secretary finance accounting conference, participants will be equipped 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 basic 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 major issues facing their business.
- Enable them to liaise effectively with line managers and other departments.

Targeted Competencies:

Upon completion of this office administrator and secretary finance accounting conference, target competencies will be equipped to:

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

Enhancing Finance and Accounting Acumen for Office Administration Professionals:

This secretary and office administrators conference is an impeccable office management workshop, providing an exemplary opportunity for participants to attain coveted accounting and finance certification.

As an accounting and finance seminar, it meticulously bridges the gap between advanced financial accounting and reporting, financial accounting management, and the broader sphere of financial and management accounting.

Administrative professionals are empowered with the competence to contribute significantly to their organization's financial decision-making processes through an articulate office management conference and seminar.

Conference Content:

Unit 1: Introduction to Finance and Accounting:

- What is accounting? What is finance?
- What are the major sources of Long-term and Short-term finance?
- What is Financial Accounting?
- What is Management Accounting?
- Simple rules of double-entry bookkeeping that can be applied to all financial transactions.
- How to 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:

- How to prepare basic financial statements - the Income Statement and the Balance Sheet
- The key elements of financial statements are defined and explained.
- How is profit calculated?
- The difference between revenue and capital expenditure
- Assets - Current and Noncurrent.
- Liabilities - Current and Noncurrent.
- The meaning of working capital.
- Company net worth.
- Profit or cash - what is the difference?
- Published Annual Reports for Stockholders.

Unit 3: Basic Evaluation of Financial Statements:

- Why do we need to evaluate financial statements?
- Who are the stakeholders, and what are their information needs?
- How do you use 'common-size' financial statements for ease of comparison?
- How do you calculate accounting ratios?
- How do we use ratio analysis to assess performance?
- Profitability ratios.
- Liquidity ratios.
- Operate efficiency ratios.
- Gearing ratios.
- The Cash Flow Cycle and Working Capital.
- Valuing a Company - Book Value vs. Market Value.

Unit 4: Introduction to Costing Systems:

- Collect and analyze costs.
- Types of cost analysis: by type, by location, by behavior, by purpose.
- What are overheads, and how should we analyze them?
- What is the cost of production? Marginal and total costs are explained.
- What is inventory, and how does it affect the cost of production?
- Methods of valuing inventory - FIFO, LIFO, and AVCO explained.
- Marginal Costing - how costs and profit vary with volume.
- How do we measure the break-even point and the margin of safety?
- What-if Analysis?

Unit 5: Budgets:

- Why do we need budgets? The link between corporate strategy and operations at all levels of the organization.
- The Benefits and Limitations of Budgets.
- The key features of budgets.
- Basic budget forecasting techniques.
- How do you prepare a departmental budget?
- Compare actual performance with the Budget-variance analysis.
- Do budgets motivate or demotivate?