



FINANCE FOR NON-FINANCE PERSONNEL

1. PROGRAMME DETAILS

Duration	:	2-day
Proposed Dates	:	24TH November & 1st December 2018
Number of Participants	:	20 people per session
Venue	:	Kuala Lumpur
Medium of Instruction	:	English
Target Audience	:	This is a program for General Managers, Engineers, Production Managers, Purchasing Managers & Assistants, Marketing Managers, Operational Managers, Executives & Supervisors and All decision-makers who are non-financial based.

PROGRAMME INTRODUCTION

This workshop is for Personnels from diverse Departments to get a firm grasp on the numbers side of their business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them lead their organization successfully in the highly competitive globalized business arena.

PROGRAMME OBJECTIVES

At the end of this program, participants will have gained the following knowledge and be able to:

- Comprehend the concepts of decision making
- Use various tools to make short term decisions
- Have a better understanding of developments in industry and commerce
- Make decisions on problems with product mix and discontinuance



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- Use the various tools to appraise capital investments
- Calculate Cost-Volume-Profit Analysis
- Calculate Net Present Value V Internal Rate of Return
- Calculate Pay Back

TRAINING PROGRAMME OUTLINE

MODULE 1: THE ANALYSIS OF INFORMATION

- The Process For Planning, Control and Decision Making
- Responsibility Accounting and Responsibility Centres
- Cost, Revenue, Profit and Investment Centres
- Controllable Costs

MODULE 2: THE ANALYSIS OF FINANCIAL STATEMENTS

- The Statement of Financial Position
- The Statement of Comprehensive Income
- The Statement of Cash Flow
- Notes to The Accounts

MODULE 3: RATIO ANALYSIS

- Liquidity Ratios
- Asset Management Ratios
- Debt Management Ratios
- Profitability Ratios
- Case Study

MODULE 4: WORKING CAPITAL BASICS



- Going Broke Profitably
- Funding Requirements and Current Accounts
- The Objective of working Capital Management
- Operations :The Cash Conversion Cycle
- Permanent and Temporary Working Capital
- Financing Net working Capital
- Working Capital Policy

MODULE 5: IMPORTANT ASPECTS OF SHORT RUN DECISIONS

- Relevant and Irrelevant Information
- Cost Classification and Decision Making
- Information Requirements and the Entity
- The Use of Quantitative and Qualitative Information in Decision Making
- Attributes of Decision Making Information
- The Decision Making Cycle

MODULE 6: DECISION MAKING USING COST-VOLUME-PROFIT ANALYSIS

- What is Cost-Volume-Profit Analysis
- Accountant's V Economist's Break-Even Charts
- Linearity Assumptions and Relevant Range
- Break-Even Charts
- Limitations of Cost-Volume-Profit Analysis
- Fixed Cost and Time

MODULE 7: THE NATURE OF BUDGETS

- The Budgetary Control Process



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- Benefits Of Control
- Budgetary Control System
- Budget Committee
- Budget Manual

MODULE 8: PREPARING THE MASTER BUDGET

- Sales Forecast
- Production Budget
- Material Budget
- Labour Budget
- Inventory Budget
- Cost Of Sales Budget
- Marketing And Distribution Budget
- Administration Budget
- Capital Expenditure Budget
- Presentation Layout



Trainer's Profile

T. THARMASEELAN

Chartered Accountant (M)

Fellow Of The Association Of Chartered Certified Accountant (UK)

Professional Member of The International Alliance of Entrepreneurs

Tharmaseelan C.A (M), F.C.C.A, MIAE has vast experience in the field of Accounting, Taxation, Internal Control Systems and Finance for almost 15 year in an international accounting firm and local consultancy firms.

His career spanned across wide working experience and exposure in Accounting, Taxation, implementing Internal Control Systems and Finance in consultancy firms, a leading hotel in Langkawi and in a leading hotel training college. He has also developed Business, Accountancy and IT Programs with various colleges, and these programs are validated by foreign universities and professional Bodies.

He was attached to a medium size audit firm as a Senior Audit Assistant before he moved over to an established international tax company where he held the position as a Tax Senior. He then joined an established professional firm as the Tax Manager where he oversaw the computation, submission and resolving tax issues for clients.

His tenure with an established Consultancy as a Senior Consultant gave him the opportunity to designed internal control systems & implemented it. He also advised his clients on compliance with accounting standards and tax regulations. His last position prior to going into practise was as the Associate Director of The Business School where he was responsible for restructuring the Business School and identifying suitable courses and obtaining accreditation from various bodies and universities.

He is currently in practice offering his expertise and knowledge to corporate and professional clients, locally and worldwide. His specializations are in designing and setting up of Accounting, Taxation, Finance, Internal Control and Operational Systems as well as in performing Operational Audits. His well-esteemed clients include those in the hospitality, education, manufacturing and service-based industries.

He has trained personnel from numerous private sector companies and the public sector, including MK Land Berhad, KULIM HI TECH Berhad, including, Majlis Bandaraya Shah Alam, Permodalan Nasional Berhad, Institut Jantung Negara, Tradewind Hotel Group, Bintulu Development Authority, Ritz Carlton Hotel, Putrajaya, IOI Resort, Majlis Perbadanan Sibul, Lembaga Urusan Tabung Haji, Tenaga Cable Industries, Yeo Hiap Seng, Kobe Precision, Eon Finance, International Islamic University, Petroleum



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Nasional Bhd, Progressive Insurance Bhd, Subang Jaya Medical Centre, The MINT Hotel, KLIA Pan Pacific Hotel, Bank Rakyat, Toshiba Electronics, UDA Holdings Bhd, Komag USA, Bank Industri & Teknologi (M) Bhd, PPB Group and TH Plantations to name a few .

As a qualified Accountant, he is actively involved in conducting audit and financial courses. His experience brings him to faraway countries such as Vietnam, Brunei, Nepal, Uganda and Rwanda to train Accounting and Financial Professionals.

He is also a regular training facilitator for

1. Malaysian Institute of Accountants
2. Certified Public Accountants of Australia
3. Malaysian Institute of Management