Public Program on 'Finance for Non-Finance Professionals'
August 23-24, 2017
at
FICCI, New Delhi

1. Introduction

In today's economic scenario, an organisation is like a human body, although, every part has its own function, but all the parts are directly or indirectly contributing to the smooth working of each other. At the same time it is imperative that all of them work together in a synchronised manner for the smooth functioning of that body. Finance being one of the most important life lines of an organisation, it becomes even more important for all the non-finance executives to learn the language of finance and add value to their overall performance, linking them to the overall objective and goals of the organisation

After attending this training you shall be able to:

- Understand basics of business finance, finance terminology and concepts
- Analyze and interpret financial statements, viz., the Balance Sheet, Profit & Loss A/C and Cash Flow Statements
- Apply Concepts and principles of working capital management and how every action impacts overall financial position of an organisation
- Use various financial tools (ratios) to measure business performance, assessing financial health and operating efficiencies
- Apply Costing, various approaches and concepts
- Do Business planning, budgeting and variance analysis
- Apply management accounting for decision making – make or buy, pricing, sales incentive planning etc.
- Understand and apply Various Indirect Taxes and their impact on commercial decisions.
- Understand GST, important terms and concepts along with its working and impact on business.

2. Who should attend?

All non-finance executives/sr. Executives and Managers/Sr. Managers across all functions and sectors.

3. Certification

Certificate of participation will be issued to all delegates by FICCI Quality Forum

4. Course Material

All participants will be provided a course kit comprising of comprehensive workbook, folders and the required stationery during training.

5. Methodology

A judicious mix of class room presentations, exercises, group discussions will be used. Participants will be encouraged to relate the learning to live situations.

6. Course Schedule and Registration Procedure

Date: August 23-24, 2017
Timing: 0930 hrs – 17:30 hrs
Nature: Non residential
Venue: FICCI, Federation House, New Delhi
Participation Fee: Rs. 12,500/- + 18% Service Tax (Total amount of Rs. 14,750 includes cost of training, course kit, lunch, tea etc.)
Registration: Send registration form along with Cheque/DD in favour of 'FICCI Quality Forum'. The seats are limited to 20 and registration will be done on first come first serve basis.

For further details & to reserve your seat, please contact:

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7. About FICCI Quality Forum

FICCI Quality Forum (FQF) is a specialized division of Federation of Indian Chambers of Commerce and Industry (FICCI) set up with objective to sharpen the competitive edge of Indian Industry. FQF provides training, consultancy and research services focused on enhancing the quality quotient of clients and partner organizations.

FQF has collaboration arrangements with Intertek India for providing IRCA, UK approved Auditor/Lead Auditor training courses on ISO 9001Quality Management System (QMS), ISO 14001Environment Management System (EMS), ISO 22000 Food Safety Management System (FSMS), ISO 50001 Energy Management Systems, ISO 27001 Information Safety Management Systems (ISMS) and Occupational Health and Safety Management System (OHSAS) 18001 standards and also providing trainings on different **Behavioural** and **skill based topics** to Industry at large through pool of highly competent &experienced trainers

We had done a number of programs on topics ranging from Sales to customer retention to coaching and mentoring and many more.

8. About Our Faculty-

Mr Rajesh Saluja, is a Chartered Accountant and a Law Graduate, with more than 22 years of professional and industry experience. He has also passed final examination of the Institute of Cost and Works Accountants of India (Grad. CWA) and Information System Audit course of the Institute of Chartered Accountants of India [DISA (ICAI).His audience include people from operations as well as from top management. Some of his clients include multi-product and multi-location conglomerates like: Hero Moto corp. Ltd., Nimbus (Neo Sports), JCB, Jindal Steel Ltd., JSPL, DMRC, HPCL, HSIL (Hind ware), J K Tyre & Industries Ltd., NHPC, NSIC, Rock man Industries ltd., Loeche India (P) Ltd; Class India Pvt. Ltd. and Hindustan Electro Graphite. He has also mentored MBA students for various finance projects, at Seven leading management institutes, in India. He is an empanelled trainer with leading HR training organizations.

9. Program Details

Day 1

- ✓ **Basic Accounting Concepts**
    - o The Accounting Process
    - o Cash Vs. Mercantile Accounting
    - o Accrual Concept
    - o Stock Valuation – FIFO Vs. LIFO
    - o Types of Accounting
    - o Revenue Recognition
    - o Cap-ex. vs. Op-ex.
    - o Understanding of Depreciation/Amortisation

- ✓ **Financial Statement Analysis**
    - o P&L Statement Analysis
    - o Balance Sheet Analysis
    - o Funds Flow Analysis
    - o Ratio Analysis

- ✓ **Working Capital Management**
    - o Concept of Working Capital
    - o Managing Inventory and Trade Receivables
    - o Managing Trade Payables
    - o Budgeting and Working Capital Management

Day 2

- ✓ **Capital Budgeting**
    - o Capital Expenditure Evaluation
    - o NPV Technique
    - o IRR Technique
    - o Pay Back Method
    - o Risk Analysis

- ✓ **Cost Management and Costing Techniques**
    - o Cost Concepts
    - o Various Costing Methods
    - o Breakeven Analysis
    - o Costing Vs. Budgeting
    - o Strategic cost management
    - o Basic understanding of Service

- ✓ **Taxation (Indirect Taxation)**

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	o Basic understanding of Excise Duty, GST & VAT Law **10. Understanding GST and its business impact** o Basic understanding of GST o Important Definitions under GST o Important Concepts under GST o Impact on Business Decisions o Important Procedures under GST

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