

€ TRAINING

Conference on Finance and Accounting for
Office Administrators and Secretaries





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Introduction:

This conference is designed to provide office administrators and secretaries with foundational knowledge in finance and accounting. Participants will learn essential financial concepts, enabling them to contribute more effectively to financial processes within their organizations. It empowers them to manage budgets, financial documents, and communicate confidently with finance departments.

Conference Objectives:

By the end of this conference, participants will be able to:

- Understand basic finance and accounting principles relevant to their roles.
- Manage budgets, financial records, and expense reports effectively.
- Interpret financial statements to support decision-making processes.
- Use financial tools and software to improve office operations.
- Communicate confidently about financial matters with finance professionals.

Targeted Audience:

- Office Administrators.
- Executive Assistants.
- Secretaries.
- Administrative Professionals.
- Personal Assistants.

Conference Outline:

Unit 1:

Basic Finance and Accounting Concepts:

- Overview of essential finance and accounting terminology.
- Understanding the accounting equation: $\text{Assets} = \text{Liabilities} + \text{Equity}$.

- Introduction to financial statements: balance sheet, income statement, and cash flow.
- The role of finance in business operations and decision-making.
- Importance of financial accuracy and compliance in administrative roles.

Unit 2:

Managing Budgets and Expense Reports:

- Techniques for managing office and departmental budgets effectively.
- Tracking and reporting expenses using simple accounting tools.
- Techniques for handling petty cash and reimbursements.
- Developing skills in preparing and submitting expense reports.
- Understanding budget variances and managing financial adjustments.

Unit 3:

Financial Record-Keeping and Documentation:

- Best practices for maintaining accurate financial records and files.
- Organizing invoices, receipts, and purchase orders for easy access.
- Using spreadsheets to manage financial data.
- Understanding the importance of audit trails and document retention policies.
- How to assist with month-end financial reporting and reconciliations.

Unit 4:

Interpreting Financial Statements:

- Basic techniques for reading and interpreting financial statements.
- Understanding how financial statements inform business decisions.
- Identifying key metrics such as revenue, expenses, profit, and cash flow.
- The importance of cash flow management in daily office operations.
- Communicating financial information to non-financial staff clearly.



Unit 5:

Financial Tools and Communication:

- Overview of financial software and tools e.g., Excel, QuickBooks.
- How to use financial templates and software for reporting and budgeting.
- Developing effective communication skills for finance-related discussions.
- Importance of collaborating with finance departments on financial projects.
- Enhancing office operations by integrating financial knowledge.