

# € TRAINING

Cost Accounting Techniques & Skills For  
Businesses & Industries





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## Introduction:

This interactive seminar will develop your skills in analyzing business activities. It will guide you through the key steps of analyzing financial statements, appraising new investments, and measuring performance at all levels of your organization. It will develop your ability to generate growth and improve profitability, as well as pinpointing problem areas for remedial action. Over the five modules, delegates will acquire skills and technical knowledge which will enable them to manage more effectively.

This seminar will also focus on the key risks that businesses face in today's uncertain economic, political, and physical environment. Effective risk management is of vital importance in today's business environment and the seminar will promote the understanding of risks and how to minimize the business exposure to them. Practical case studies will be used in each session, to ensure that delegates can relate their learning to real-world problems.

## Course Objectives:

At the end of this course the participants will be able to:

- Read and understand their organization's Annual Financial Report
- Evaluate their firm's financial performance
- Understand and use analytical tools and techniques in practical case-study situations.
- Identify business risks, and consider how these should be managed.
- Appreciate the importance of new investments in maintaining growth and competitiveness, and how these investments should be evaluated.
- Improve their management skills and increase their value to the organization
- Understand capital investment decisions

## Targeted Audience:

- Financial Managers or Directors
- Accountants
- Financial Assistants
- Budget Accountants
- Analysts
- Budget and Planning Managers and Coordinators
- Operations Managers
- Facilities Managers and Professionals are interested in cost management.

## Course Outlines:

### Unit 1: Introduction to Advanced Financial Analysis:

- Who are the users of financial data?
- The three key financial statements, measuring performance, position, and cashflow
- Why does financial data have to be analyzed?
- Sources and types of financial information
- Understanding the cash flow cycle vs. the operating cycle

- Ratio & trend analysis of financial statements
- Categories of ratios, and what they reveal about the company
- Case Study

## Unit 2: Financial Statements:

- How to use common sizing to compare performance and position
- The format and structure of the Balance Sheet / Statement of Financial Position
- Sources and types of finance
- Preparing projections for financing sources
- Break-even analysis
- Should we lease or buy our equipment?
- Should we consider "buying-in" instead of "making"
- Case study

## Unit 3: Analytical & Performance Tools & Techniques:

- Finding and using data and information
- Easily available tools and techniques for financial analysis
- Using graphical representation
- The fundamental statistical tools
- Fitting statistical techniques to financial data
- Reports and reporting
- Financial distress
- Altman's Z-score analysis & its uses
- Case study

## Unit 4: Capital Project Analysis:

- How new investment projects can meet corporate objectives
- Investment projects - model-building and forecasting
- Basic techniques for appraisal of investments
- Incorporating the value of timing - Net present Value vs. Internal Rate of Return
- How do you choose which method to use
- Measuring the company's capital structure, and estimating the cost of capital
- The dividend valuation model or capital asset pricing model, which is best?
- Case study

## Unit 5: Coming to Terms with Risk:

- Financial risk-management principles - what can be done
- Methods for analyzing financial risk
- How your bankers can help you to manage financial risk
- Analytical tools for measuring risk
- How to develop the tools for your firm
- Using scenario, sensitivity & subjective analysis techniques
- How to minimize the risk factors we find
- Case study