



**Workshop on Accounts for Non-Account Executives and Managers**

March 25 – 29, 2024, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 23– 27, 2024, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N250, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N200,000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

**Program Overview:**

This program is specifically designed for personnel who are not financial specialist, but must make or understand financial decisions. Today more than ever, employees must integrate knowledge of all organizational functions to achieve corporate success. Financial policy and financial analysis are recognized as critical keys to making informed decisions and shaping corporate strategies.

**FOR WHOM:**

Managers and Executive officers who had no formal background in accounts but are head of units/departments in Manufacturing, Oil and Gas, Service industries and Public sector of the economy,

**LEARNING OBJECTIVES:**

At end of the program, participants will be able to:

- \* recognize and identify the information that financial statement provides;
- \* identify capital needs and learn how to project and manage cash flow as a function of the organization's survival and growth;
- \* critically analyze financial statements to arrive at a bottom-line value;
- \* monitor and control operating cost effectively;
- \* identify cost and cost centers and their relationship to overhead; and
- \* prepare and be able to implement financial budgets.

**COURSE OUTLINE:**

**DAY 1: The Business Environment and the Role of Accounting**

- The Business Environment
- The Uses and Purpose of Accounting
- Users of Accounting and Financial Information
- Accounting Terminology
- The Dual Entry Accounting System

**Day 2: Understanding of Accounting and Financial Information**

- Concepts and principles of book-keeping
- The Income Statement – financial performance
- The Balance Sheet – financial position
- Cash Flow vs. Profit
- The Cash Flow Statement –  
Where the cash comes from and where it goes to?
- The Links between the Cash Flow Statement,  
Income Statement and Balance Sheet
- Financial statement: Evaluation and Analysis

### Day 3: Cost control and management techniques

- Impress accounting/management
- Role of cost management in the business strategy
- Cost management and motivation
- Embedding cost control in the business
- Role of Finance in cost control

### Day 4: Budgeting and planning

- The budget and the functions of management
- Budget as a planning tool
- Budgets and the key financial statements
  - The top-down versus bottom-up process

### Day 5: Cost/benefit analysis

- Budget and budgetary control
- Responsibility accounting
- Beyond budgeting: integrating financial and non-financial issues
- Account report writing

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
& 234-9112830607**

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce this teaching/learning methods.

**NOTE:** Please Come along with your laptop and Calculators for practical demonstration