



Workshop on Advanced Financial Management for Donor Funded Projects

March 30 – April 3, 2026,

Venue: Great Hotel Kiyovu,

12 KN 41 Street, Kigali Kiyovu, Kigali, Rwanda.

Course Fee: \$4, 500 per Participant

Program overview:

This program is designed to equip participants with advanced skills and knowledge in financial management specifically tailored for donor funded projects. Participants will gain practical insights into managing finances, complying with donor regulations, and optimizing financial strategies to ensure project success.

It offers an in-depth training on advanced financial management practices specific to donor-funded projects. They will gain comprehensive knowledge and skills to effectively manage financial aspects of donor-funded projects, including budgeting, reporting, compliance, and risk management, ensuring the successful implementation and sustainability of projects.

For whom:

This program is designed for financial managers and Officers involved in managing donor funded projects, project managers responsible for overseeing financial aspects of projects, NGO staff and development practitioners seeking to enhance their financial management skills in the context of donor funding.

Learning Objectives:

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

- gain expertise in preparing comprehensive and accurate financial reports that meet donor expectations and regulatory standards.
- implement effective systems for monitoring financial performance and evaluating project outcomes to ensure accountability and transparency.
- equip participants with the tools and techniques needed to build financial management capacity within their organizations or project teams.
- learn advanced budgeting techniques for donor-funded projects, including multi-year budgeting, cost allocation, and budget variance analysis.
- apply financial reporting standards and requirements for donor-funded projects, including compliance with donor regulations and international financial reporting standards (IFRS).
- develop strategies for identifying, assessing, and mitigating financial risks associated with donor-funded projects, ensuring project sustainability and success.
- gain insights into grant management principles and compliance requirements for donor-funded projects, including fund disbursement, utilization tracking, and reporting.
- learn how to develop financial sustainability plans for donor-funded projects, including revenue diversification, cost recovery strategies, and long-term financial planning.

Course Outline

Day 1: Module 1: Advanced Budgeting Techniques

- Multi-year budgeting and forecasting
- Cost allocation methodologies
- Budget variance analysis and corrective actions

Module 2: Financial Reporting Standards

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- Compliance with donor regulations and reporting requirements
- International financial reporting standards (IFRS) for donor-funded projects
- Financial statement preparation and analysis

Day 2: Module 1: Risk Management and Mitigation

- Identification and assessment of financial risks
- Risk mitigation strategies and contingency planning
- Integration of risk management into project planning and execution

Module 2: Grant Management and Compliance

- Principles of grant management for donor-funded projects
- Compliance with grant agreements and reporting requirements
- Fund disbursement, utilization tracking, and reporting

Day 3: Module 1: Financial Sustainability Planning

- Developing financial sustainability plans for donor-funded projects
- Revenue diversification strategies
- Cost recovery mechanisms and long-term financial planning

Module 2: Financial Controls and Audit Preparation

- Establishing financial controls for donor-funded projects
- Audit preparation and management
- Addressing audit findings and recommendations

Day 4: Module 1: Donor Relations and Communication

- Building and maintaining relationships with donors
- Effective communication with donors regarding financial matters
- Addressing donor concerns and requirements

Module 2: Procurement and Contract Management

- Financial aspects of procurement for donor-funded projects
- Contract management and compliance with donor regulations
- Payment processing and invoice management

Day 5: Module 1: Financial Monitoring and Evaluation

- Financial monitoring tools and techniques
- Evaluating financial performance against project objectives
- Adjusting financial plans and strategies as needed

Module 2: Case Studies and Best Practices

- Analysis of real-life donor-funded projects
- Best practices for advanced financial management in donor-funded projects
- Lessons learned and practical insights for implementation.

This course package includes: Course material in soft copy, Tea break, Lunch, City tour, and certificate of attendance.

A Core 1.5 laptop with the soft copy of the course material loaded with a carrying bag will be presented to the participants at the end of the course.

Note: Payment is either USD or the prevailing parallel market rate. We do not accept government official rate.

Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

For bookings and inquiries, call: +234-8051365946, +234-7087578814 (Office Lines)

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