Accounting Essentials for Non-Financial Professionals

2 – 6 August 2027
Malé (Maldives)



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Why This Course

In today's performance-driven business environment, every professional — regardless of department — needs to understand the financial implications of their decisions. Whether managing budgets, assessing projects, or communicating with finance teams, a strong grasp of financial principles is key to driving organizational success.

The Finance for Non-Financial Professionals program is an intensive 1-week course designed to demystify accounting and finance concepts for managers, team leaders, and decision-makers without a financial background. Through clear explanations, hands-on exercises, and real-world case studies, participants will gain the confidence to interpret financial data, manage budgets, and make informed strategic decisions.

What You'll Learn and Practice

By joining this program, you will:

- Understand fundamental accounting principles and financial terminology.
- Interpret financial statements and evaluate business performance.
- Develop budgeting, forecasting, and cost-control skills.
- Apply financial analysis to support effective decision-making.
- Communicate financial insights confidently with stakeholders.

The Program Flow

Day 1: Introduction to Accounting

- Understanding the purpose and function of accounting in business.
- Core accounting principles and the accounting equation.
- The accounting cycle: recording, posting, and summarizing transactions.
- Double-entry bookkeeping and the chart of accounts.
- Workshop: Recording basic transactions and preparing a trial balance.



Day 2: Understanding Financial Statements

- Components and structure of the balance sheet.
- Income statement: revenues, expenses, and profit measurement.
- Cash flow statement: linking operations, investing, and financing activities.
- Statement of changes in equity and retained earnings.
- Exercise: Analyzing a real-world company's financial statements.

Day 3: Financial Analysis and Ratios

- Introduction to financial statement analysis.
- Liquidity ratios and short-term solvency assessment.
- Profitability and efficiency ratios for performance evaluation.
- Leverage and coverage ratios to assess financial health.
- Case Study: Interpreting financial ratios to assess business viability.

Day 4: Budgeting and Forecasting

- The role of budgeting in planning and control.
- Steps in preparing an operational budget.
- Capital budgeting and investment evaluation basics.
- Cash flow forecasting and financial planning.
- Workshop: Building a departmental budget aligned with business goals.

Day 5: Financial Decision-Making

- Cost-Volume-Profit CVP and break-even analysis for pricing and planning.
- Evaluating projects with Net Present Value NPV and Internal Rate of Return IRR.
- Identifying and managing financial risks.
- Integrating financial insights into operational decisions.
- Capstone Exercise: Making a data-driven investment or project decision.

Individual Impact

- Gain confidence in reading and interpreting financial information.
- Strengthen decision-making with data-driven financial insights.
- Build practical budgeting and forecasting capabilities.
- Improve collaboration and communication with finance and leadership teams.

Organizational Impact

- Enhance financial literacy and accountability across departments.
- Improve cross-functional decision-making and strategic alignment.
- Strengthen cost management, budgeting accuracy, and resource efficiency.
- Foster a culture of financially informed leadership and performance improvement.



Training Methodology

This program simplifies finance concepts for non-specialists through a highly interactive, application-based learning approach:

- Real-world business simulations and case studies.
- Hands-on exercises in financial statement analysis and budgeting.
- Group workshops and problem-solving sessions.
- Simplified models and templates for immediate workplace use.
- Facilitated discussions linking financial outcomes to organizational goals.

Beyond the Course

Upon completion, participants will be able to confidently engage in financial discussions, assess business performance, and make sound financial decisions that contribute to organizational success. They will return ready to:

- Translate financial data into actionable business insights.
- Prepare and manage budgets aligned with strategic objectives.
- Evaluate investments and operational initiatives using financial analysis.
- Communicate effectively with finance teams and senior management.

