Budget Preparation and Financial Reports Mastery Course

28 December 2026 – 1 January 2027
Tokyo (Japan)



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Ref: 322787_213775 **Date:** 28 December 2026 – 1 January 2027 **Location:** Tokyo (Japan) **Fees:** 5900 GBP

Course Description

This comprehensive 1-week course equips finance professionals with the essential skills and knowledge needed for effective budget preparation and financial reporting. Participants will learn key concepts, tools, and best practices to enhance their financial management capabilities and drive strategic decision-making within their organizations.

Learning Objectives

- Develop proficiency in creating accurate and comprehensive budgets
- Master the preparation and analysis of financial statements
- Understand forecasting techniques and their application in financial planning
- Learn to present financial information effectively to stakeholders
- Gain insights into financial performance evaluation and improvement strategies

Course Modules

Day 1: Fundamentals of Budgeting

- Introduction to budgeting principles and processes
- Types of budgets and their applications
- Budget preparation techniques and best practices
- Linking budgets to organizational strategy

Day 2: Financial Statement Preparation

- Overview of financial statements
- Income statement preparation and analysis
- Balance sheet components and structure
- Cash flow statement development

Day 3: Financial Analysis and Forecasting

- Key financial ratios and their interpretation
- Trend analysis and benchmarking
- Forecasting methods and techniques
- Scenario planning and sensitivity analysis



Day 4: Advanced Budgeting and Reporting Techniques

- Activity-based budgeting
- Zero-based budgeting
- Rolling forecasts and flexible budgets
- Dashboard design and KPI reporting

Day 5: Financial Performance Management

- Variance analysis and performance evaluation
- Budget monitoring and control
- Effective financial reporting to stakeholders
- Strategies for improving financial performance

Practical Wins for Participants

- Create a comprehensive budget for a sample organization
- Develop a set of financial statements using real-world data
- Design an interactive financial dashboard for executive reporting
- Conduct a financial analysis and present recommendations for improvement

