

## MANAGEMENT ACCOUNTING FOR NON-ACCOUNTANTS

### IN-HOUSE TRAINING

#### WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

#### PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

#### ★ COURSE OVERVIEW

In order for business managers to make the best strategically important decisions for their organisation, an understanding of management accounting is essential.

Management accounting focuses on providing internal users with timely and relevant information which can be used for cost / profit decisions, profitability analysis, budgeting, capital investment decisions and many other critical business decisions. An organisation's financial success depends upon the ability of its leaders to capitalise on its strengths, remedy its weaknesses and maximise new opportunities and management accounting plays a key role in this process. In order to assist business managers to have the knowledge to make better business decisions, AstroTech is offering a course on "Management Accounting for Non-Accountants".

The course covers the following key topics:

- The difference between financial accounting and management accounting
- Financial decision-making models
- The impact of cashflow and working capital management
- Segment reporting
- Budgeting
- Finance and funding
- Capital investment decision making
- Basic explanations of financial statements terminology
- Money laundering
- Anti-corruption legislation
- How officials get into trouble

...AND MUCH MORE!

[www.astrotech.co.za](http://www.astrotech.co.za)

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## COURSE INFORMATION



### WHO SHOULD ATTEND

- All non-accounting managers
- Business decision makers
- Marketing and sales personnel who require a better understanding of pricing
- Project managers and product managers
- Anyone wanting to improve their knowledge of management accounting



### TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



### OUTCOMES

After attending this course attendees should:

- Understand the financial implications of decisions
- Improve business decision-making
- Gain an understanding of pricing and costing
- Understand how to correctly evaluate investment decisions
- Learn methods to achieve finance and funding



### TERMS & CONDITIONS

- **PAYMENTS:**  
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:  
**COURSES INSIDE GAUTENG:** At least **SEVEN** working days prior to the course  
**COURSES OUTSIDE GAUTENG:** At least **TEN** working days prior to the course  
Absent delegates are charged for.
- **POSTPONEMENTS:**  
**POSTPONE WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 25% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course  
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.  
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**  
**CANCEL WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 50% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**  
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**  
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**  
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**  
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.