

Financial Manager's Programme

Target group: Senior executives who are responsible for accounting and finance in their companies, regardless of their title

Objectives: At the end of the programme the participants should be familiar with

1. An overall view of running an SME and especially of its finance and accounting function
2. Business development, working in the management team
3. Organising, developing and managing the finance function in one's own company
4. New laws & regulations, current trends
5. Managing oneself and time management

Structure: Six training sessions of two days each
One day of individual consulting (company analysis)

Group size: 15

First training session

Evaluating the current situation of the company, company analysis
Business planning, management and development
The finance function as part of management, planning and development

Consulting

Company analysis, identifying development needs

Second training session

Corporate governance, evaluation and development
Contracts, commitments and responsibilities
Board of Directors, the Managing Director's duties and responsibilities
The Financial Manager's duties and responsibilities

Third training session

Finance function and its components, the concept of good practice
Statutory and "voluntary" tasks
Tools, software programs
In-house vs. outsourcing
Current developments and future trends

Fourth training session

Accounting, financial accounts, taxation

Fifth training session

Financial and investment planning

Sixth training session

The Financial Manager and management

HRM and management

Managing oneself and one's personal development

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