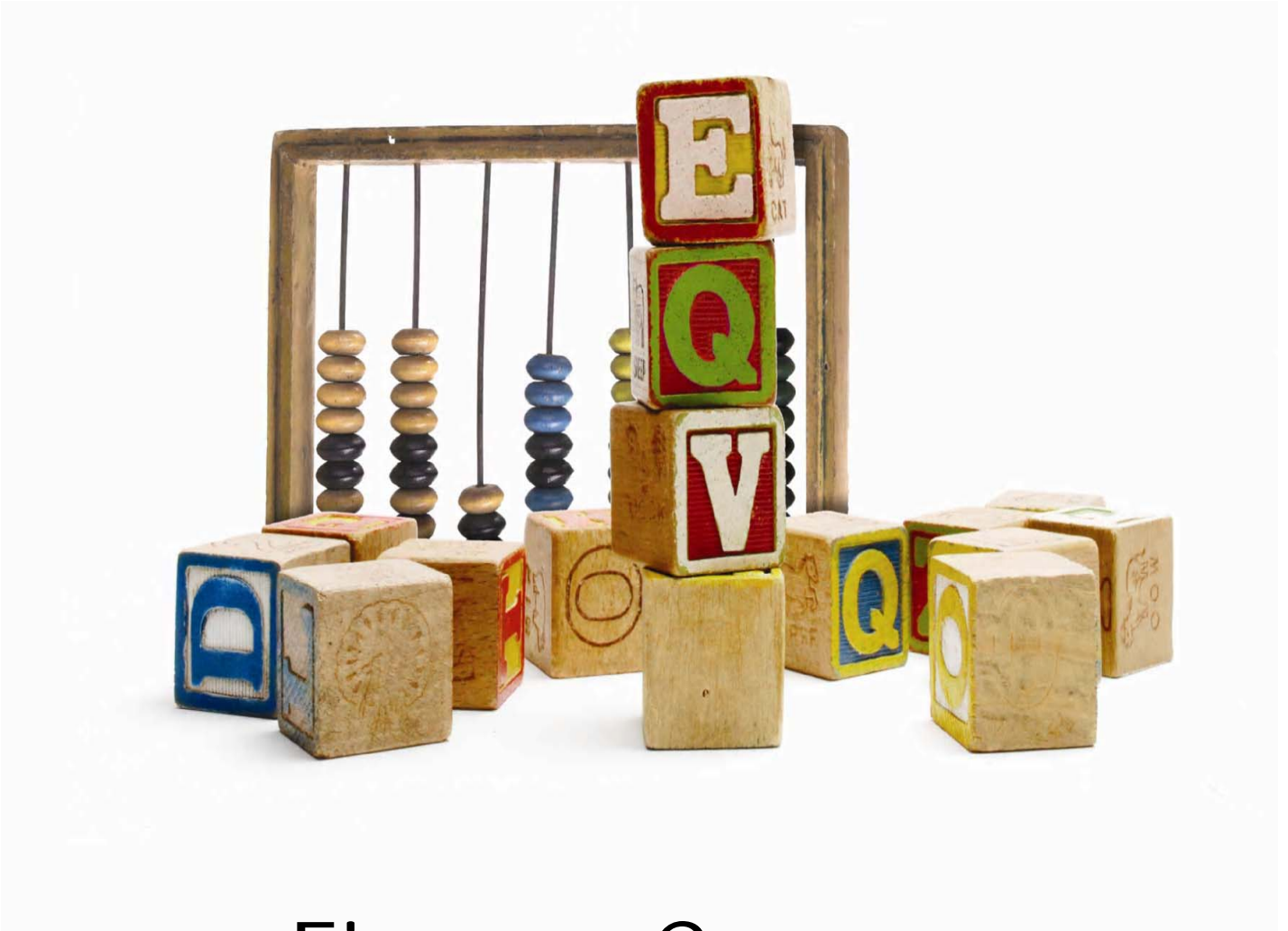


learning  
equals  
development



## Finance Courses

Tel: 0844 888 2732    E-mail: [lets-talk@eqv.co.uk](mailto:lets-talk@eqv.co.uk)    [www.eqv.co.uk](http://www.eqv.co.uk)

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

## **Index of Courses**

3. Basic Company Finance
4. Budgets & Costs
5. Credit Control
6. Finance for Non-Financial Managers

# Basic Company Finance (Ref BS-F-BCF)

(1/2 Day)

## Business Benefit

For an organisation to manage its finances effectively it is vital that all managers have an understanding of basic company accounts. This course is aimed at managers who have little or no experience of company accounts. It aims to give them an insight into the terminology and basic concepts of company accounts.

## Who Should Attend?

- Anyone who needs to understand financial terminology and the basic principles of company accounts.

## Learning Objectives

*By the end of this course you will be able to...*

- Describe the 'Money Cycle'.
- Understand the meaning and importance of cash flow.
- Explain basic financial terminology.
- Describe the accounting procedure.

## Course Content

- Understanding the money cycle.
- The obligatory paperwork and terminology.
- What happens in accounts?
- Understanding overheads and VAT

### You may also be interested in

Budgets & Costs  
Credit Control  
Finance for the Non-Financial Manager.

Price: **£395**  
per person

# Budgets & Costs (Ref BS-F-BC)

(1 Day)

## Business Benefit

Many areas of a business are affected by budgets but often those areas are managed by people who are not financial experts. This course aims at giving non-financial managers a greater understanding of budgets and costs and helps them to develop the skills necessary to better control their costs and stay within budget.

## Who Should Attend?

- Managers who need to understand budgets and costs to be able to do their day to day tasks

## Learning Objectives

*By the end of this course you will be able to...*

- Explore budget objectives and structures.
- Understand how variances occur and how to control them.
- Demonstrate how budgets are formulated.
- Define fixed and variable costs.
- Create an action plan for managing budgets more effectively.

## Course Content

- The objectives of budgets and how they are structured.
- Monitoring performance against budget.
- Understanding and controlling variances.
- How budgets are formulated.
- Fixed and variable costs.
- Cost control.
- Action Plans.

## You may also be interested in

Credit Control  
Finance for non Financial Managers

Dates: 10 Jan · 7 Feb · 6 Mar · 10 Apr · 8 May  
6 Jun · 2 Jul · 4 Aug · 2 Sep · 2 Oct  
4 Nov · 2 Dec

Price: **£395**  
per person

# Credit Control (Ref BS-F-CC)

## (1 Day)

### Business Benefit

Cash flow provides an organisation with its 'oxygen' – a lack of it causes suffocation and possibly, bankruptcy.

One of the key elements in ensuring healthy cash flow is effective credit control.

This one day workshop looks at 'best practise' in credit control and aims to give delegates the necessary skills and knowledge to manage creditors effectively.

### Who Should Attend?

- Anyone who has responsibility for credit control and/or debt collection in their organisation.

### Learning Objectives

*By the end of this course you will be able to...*

- Demonstrate a clear understanding of the 'payment cycle'.
- Understand 'best practise' in credit control and debt collection.
- Make effective credit control calls.
- Deal with reluctant payers.
- Understand the relevant legislation.

### Course Content

- 'Fear of asking' – cash flow blackmail.
- Understanding the payment cycle.
- Defining your payment terms and credit limits.
- Making credit control calls – effective telephone skills.
- Dealing with stubborn payers.
- Understanding the legislation.

### You may also be interested in

Budgets & Costs

Finance for Non Finance Managers

The Basic Company Finance Cycle and Terminology

Dates: **11 Jan** · **8 Feb** · **7 Mar** · **11 Apr** · **9 May**  
**9 Jun** · **3 Jul** · **5 Aug** · **3 Sep** · **6 Oct**  
**6 Nov** · **3 Dec**

Price: **£395**  
per person

# Finance for Non-Financial Managers (Ref BS-F-FFNFM)

(1 Day)

## Business Benefit

For an organisation to manage its finances effectively it is vital that all managers have a sound grasp of basic company accounts. This course is aimed at managers who do not work in an accounts department and who might describe themselves as 'Non-Financial Managers'. It aims to give them the knowledge required to understand the basic principles of company accounts.

## Who Should Attend?

- Any staff who wish to improve their understanding of company finance.

## Learning Objectives

*By the end of this course you will be able to...*

- Describe the basic principles behind the balance sheet and the profit and loss account.
- Understand the importance of cash flow forecasting.
- Describe the real meaning of 'profit'.
- Demonstrate how working capital can accelerate or slow down company growth.
- Describe how money comes into their organisation, where it goes out and who needs to know.
- Understand their responsibilities in the management of the company's finances.

## Course Content

- The basic principles of company accounts.
- Overcoming the 'balance sheet barrier'.
- 'Money In' – share capital, loan capital and reserves.
- 'Money Out' – fixed assets, working capital and reserves.
- Working capital – 'The Money go Round'.
- Profit and Loss accounts.
- Cash flow forecasting.
- The manager's role in company finance.

## You may also be interested in

Budgets and Costs  
Credit Control  
Information Gathering, Analysing and Using for Decisions  
The Basic Company Finance Cycle & Terminology

Dates: 14 Jan • 11 Feb • 10 Mar • 14 Apr • 12 May  
10 Jun • 4 Jul • 7 Aug • 4 Sep • 7 Oct  
7 Nov • 4 Dec

Price: **£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about these courses

*"Very helpful and interesting and put his all into the course"*

*"Easy to understand + follow"*

*"Excellent course"*

