



# BASICS OF FINANCE AND ACCOUNTING



## COURSE OVERVIEW

This foundational training course is designed to provide non-financial professionals with essential knowledge and practical skills in finance and accounting. Participants will gain an understanding of financial terminology, key financial statements, budgeting, financial analysis, and internal control principles. The course enables attendees to make more informed decisions and communicate effectively with finance departments, enhancing organizational performance and accountability.

## DATES, VENUES AND FEES



17 – 21 August 2025 - Dubai

(5 Days)

Fees

US\$ 4500

**Note:** Fee is per participant + 5% VAT (if applicable).  
Groups from the same company can enjoy a **discounted** price.

## WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- Non-financial managers and professionals
- Project managers and team leaders
- Administrative and operational staff
- Engineers and technical professionals
- Entrepreneurs and business owners
- Anyone seeking a solid grounding in finance and accounting principles

## CONTACT US NOW

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## ACCREDITATION



**This training course is certified by CPD.**

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

## COURSE CERTIFICATE

**MSTC** certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

**CPD** internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

## TRAINING METHODOLOGY

- Expert-led sessions with dynamic visual aids
- Comprehensive course manual to support practical application and reinforcement
- Interactive discussions addressing participants' real-world projects and challenges
- Insightful case studies and proven best practices to enhance learning

## LEARNING OBJECTIVES

By the end of this course, participants should be able to:

- Understand fundamental accounting concepts and principles
- Interpret financial statements (Balance Sheet, Income Statement, Cash Flow Statement)
- Analyze financial performance using basic financial ratios
- Grasp budgeting and forecasting techniques
- Understand the role of internal controls and compliance
- Communicate effectively with finance and accounting professionals

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## COURSE OUTLINE

### DAY 1

#### Introduction to Accounting and Financial Concepts

- Pre test
- The purpose of accounting and its importance
- Key accounting principles and assumptions
- The accounting cycle and double-entry bookkeeping
- Introduction to debits and credits
- Overview of Generally Accepted Accounting Principles (GAAP) and IFRS

### DAY 2

#### Understanding Financial Statements

- The Balance Sheet: assets, liabilities, and equity
- The Income Statement: revenues, expenses, profit
- The Cash Flow Statement: operating, investing, and financing activities
- Relationships between financial statements
- Group exercise

### DAY 3

#### Budgeting and Financial Planning

- Purpose and types of budgets
- The budgeting process: planning, monitoring, and control
- Forecasting techniques
- Variance analysis
- Linking budgets to organizational goals and KPIs

### DAY 4

#### Financial Analysis and Performance Measurement

- Introduction to financial ratios: liquidity, profitability, efficiency, and solvency
- Using ratio analysis to assess financial health
- Break-even analysis and cost-volume-profit (CVP) analysis
- Common financial metrics used in decision-making
- Case study

### DAY 5

#### Internal Controls, Compliance, and Practical Applications

- The role of internal controls in safeguarding assets
- Compliance and financial regulations
- Common financial risks and mitigation strategies
- Case study
- Course review, Q&A, and post test

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