



# Finance for Non-finance Managers (Online)

Learning financial management skills to build capacity



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INTERNATIONAL



## Our offer:

**The Finance for Non-finance Managers course is a 4-week online programme designed for managers and other staff who need to use financial skills in their work, but are not trained accountants. They may be working internationally in NGOs, government, UN agencies or private sector.**

This course starts with the basics and gradually gives a thorough working knowledge of financial management, including ways of presenting funding proposals to maximise income. We use a mixture of approaches including weekly facilitator input, paired discussions, group work and individual activities. These provide you with the practical skills not only to know how the numbers are calculated, but also how to use finance information and systems in decision-making.

You will learn to use the techniques in your own organisation and with partners, and so see better decision-making and programme impact. The training includes a range of materials to use in your organisation's activities, including the book *Building Financial Management Capacity for NGOs and Community Organisations*, written by one of the trainers.

## How the course works:

You work from the comfort of your own home or office. You complete the course over 4 weeks with facilitated, scheduled live meetings.

You will join a peer group of participants from different organisations and countries. IMA International facilitators will guide and mentor your learning process, providing you with:

1. Practical exercises and reflection activities
2. 4 guided 90-minute group webinars (recordings made available)
3. Paired and peer group work
4. Presentations and video inputs
5. User-friendly platform for accessing all materials, presentations and resources, sharing with your peer group and uploading your regular assignments to a dedicated portfolio
6. Written resources and web links
7. Relevant case studies
8. Opportunity to apply financial management skills and techniques in your workplace
9. Scheduled access to mentors
10. Personalised mentoring session as 3-month follow up

**You are awarded a certificate after completing the course and fulfilling all course criteria.**



## Content:

### Module 1:

Financial management overview using a model to assess an organisation's financial capacity

### Module 2:

Planning and budgeting preparation based on a case study

### Module 3:

Budget monitoring, using a tool to identify key figures

### Module 4:

Cash flow forecasts and how to interpret them

### Module 5:

Accounting records and how they fit together

### Module 6:

Annual accounting statements and how to use them

### Module 7:

Getting the most from audits and auditors

### Module 8:

Strategic financial management and managing organisational savings

### Module 9:

Creating financial resilience and financial risk management

### Module 10:

Internal controls and how to use them

### Module 11:

Communicating financial information effectively

### Module 12:

Reviewing learning and action planning

## Skills you will be able to apply after the course:

In the practical participatory sessions, you learn how to:

- apply financial management within different settings using interactive case studies and examples
- plan and monitor budgets, using financial information to make good decisions
- assess and set up robust financial systems
- manage the expectations of donors for project funding and financial reporting
- build the financial capacity of your own and partner organisations.

**How long:** 4 week programme: 7 contact hours; 7 hours self-study and reflection; 7 hours peer and paired work; 7 hours pre and post course learning

**Cost:** £1250 (excl. VAT)

The course will include facilitated, scheduled live meetings, including four fixed date webinars.

**A good internet connection is a requirement for this course**

For the latest course dates and booking deadlines please see our website or get in touch.

For help and advice with planning your in-house training or consultancy needs contact us to set up an online meeting with one of our team.

Visit [imainternational.com](http://imainternational.com) or

email [post@imainternational.com](mailto:post@imainternational.com)

“ The training content, course design and trainer is very good, I liked everything.

Sokanta Chanda, GIZ  
Bangladesh

One of the most perfect courses related to finance I have attended.

Raja Shahzad Hussain,  
Project Officer, Oxfam  
Pakistan



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