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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Finance and Accounting for Office Administrators & Secretaries

Code	City	hotel	Start	End	price	Language - Hours
FA-446SA	Jeddah	Hotel Meeting Room	2027-05-30	2027-06-03	9950 SR	En - 25

Introduction

This seminar provides an introduction to finance and accounting for those who have no prior knowledge of this business area. It is designed to train the participants to support operational and financial processes. Those attending this seminar will gain a clear understanding of the essential terminology of finance and accounting. They will also learn the principles and techniques of accounting systems through practical examples and exercises.

The overall aim of the programem is to ensure that those who attend will be able to perform more effectively and efficiently within the workplace.

The highlights of this seminar will be:

- The basic principles of accounting clearly explained
- Knowledge and confidence in accounting for a range of business transactions will be developed by using straightforward worked examples
- Simple but effective tools for analysing your business performance and position
- Basic cost accounting principles that help to ensure your business is efficient and profitable
- How and why the use of budgets can help to achieve overall business targets and objectives

Seminar Objectives

At the end of this seminar participants will:

- Appreciate the importance of the accounting and finance function and how it links with every part of the organisation and its suppliers, customers, shareholders, lenders and society in general
- Understand commonly used finance and accounting terminology, thereby allowing them to make a valuable contribution to the workplace in meetings or in a supportive role
- Understand the principles of accounting for routine business transactions
- Be able to summarise the results of business transactions over a period of time and prepare simple financial statements, including the Income Statement, Balance Sheet and Cash Flow Statement
- Be able to analyse and compare company performance using basic ratios
- Understand how costing and budgeting techniques can help the company to maintain efficiency and profitability

Training Methodology

This seminar is highly interactive: in the very first session you will be working with case exercises and solving problems. You will be encouraged to make the link between the training room and your office and organisation. The programme will utilise a range of learning methodologies, including short presentations with opportunity for question and answer, exercises and mini cases to develop knowledge and skills, and group discussions where you can share your opinions and experiences with your fellow delegates.

Organisational Impact

As a result of attending this seminar your employees will:

- Be able to make more effective contributions to workplace meetings and discussions

- Have the knowledge and skills to assist their managers more effectively
- Appreciate the importance of finance within their organisation
- Be motivated to use their acquired skills and knowledge to add value to their role within the organisation
- Understand and be able to interpret basic financial statements and reports
- Be more willing to take ownership of financial responsibilities in their organisational role

Personal Impact

What will the employee gain from attending this seminar?

- You will acquire skills and knowledge that will help your personal development within the organisation
- You will improve your working role
- You will become more aware of the major issues facing your business
- It will enable you to further your professional skills.
- It will enable you to liaise effectively with line managers and other departments
- It will improve your status in the organisation as those around you realise and appreciate your knowledge and understanding

Who Should Attend?

- Secretaries
- Office administrators
- Personal assistants, and executive assistants
- Administrative professionals and support staff
- Anyone wishing to increase or update their awareness and understanding of finance and accounting methods and terminology

Programme Outline

Day 1 – Introduction to Finance and AccountingWhat is accounting?

• What is finance?
• What are the major sources of Long-term and Short-term finance?
• What is Financial Accounting ?
• What is Management Accounting?
• Simple rules of double-entry bookkeeping that can be applied to all financial transactions
• How to record the things you buy and the things you sell
• How to record business payments and receipts
• What is depreciation? – explanation of the various methods and their impact on profit

Day 2 – The Financial StatementsHow to prepare basic financial statements – the Income Statement and the Balance Sheet

• The key elements of financial statements defined and explained

• How is profit calculated?

• The difference between revenue & capital expenditure

• Assets – current and non-current

• Liabilities – current and non-current

• The meaning of working capital

• Company net worth

• Profit or cash – what is the difference?

• Published Annual Reports for stockholders

Day 3 – Basic Evaluation of Financial StatementsWhy do we need to evaluate financial statements?

• Who are the stakeholders and what are their information needs?

• How to ‘common-size’ financial statements for ease of comparison

• How to calculate accounting ratios

• How to use ratio analysis to assess performance

• Profitability ratios

• Liquidity ratios Operating efficiency ratios

• Gearing ratios

• The Cash Flow Cycle and Working Capital

• Valuing a company – Book Value versus Market Value

Day 4 – Introduction to costing systemsCollecting and analysing costs

• Types of cost analysis: by type, by location, by behaviour, by purpose
• What are overheads, and how should we analyse them?
• What is the Cost of Production – Marginal and Total Costing explained
• What is inventory, and how does it affect the cost of production?
• Methods of valuing inventory – FIFO, LIFO, and AVCO explained Marginal Costing – how costs and profit vary with volume
• How to measure the break-even point and the margin of safety
• What-if Analysis

Day 5 – BudgetsWhy do we need budgets? – the link between corporate strategy and operations at all levels of the organisation

- The benefits & limitations of budgets
- The key features of budgets
- Types of budgets
- Basic budget forecasting techniques
- How to prepare a departmental budget
- Comparing actual performance with the budget using variance analysis
- Do budgets motivate or de-motivate?

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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