



**Asia Masters Center**

## **Fundamentals of Finance and Accounting**



## Fundamentals of Finance and Accounting

### ➔ Course Objective

- Read and interpret financial statements
- Analyse business performance
- Contribute to cash and working capital management
- Build budgets and manage costs and budgets
- Present business cases and utilise financing techniques to improve decision-making

### ➔ Target Audience

- All Professionals with financial responsibility
- Financial professionals wishing to brush up their knowledge and skills
- Junior personnel seeking career progression
- Senior Executives seeking to refresh their understanding or fill in some gaps in their professional development

### ➔ Course Outline

- **DAY 1**
- **The Basics**
- Accounting Terminology and Policies
- Accounting as an information system
- The accounting equation- what does it mean
- Generally Accepted Accounting Principles
- Differentiating between cash and accrual basis accounting

- Basic cash flow statements
- Walking through an Annual Report
- The annual report package
- The role of external auditor
- The accountant's report and auditor's opinion
- **DAY 2**
- **How To Interpret Accounts and Financial Statement Analysis**
- Preparing income statement & balance sheet
- Financial and liquidity ratios
- The cash conversion cycle
- Working capital management
- Profitability and gearing ratios
- DuPont Formula
- Financial & Non-financial analysis
- Credit analysis
- Z- Scores and credit ratings
- Bank lending decisions
- **DAY 3**
- **Planning for Profit**
- Understanding and working with costs
- Plan for cost reduction and profit improvement
- Fixed and variable costs income statement
- Break-even analysis
- Contribution margin
- Costing approaches – Full Absorption, Marginal, ABC
- Standard Costing
- New ideas in cost management – lean principles
- **DAY 4**
- **Budgeting in Today's Competitive Business**
- The Budgeting Process
- The role of budgeting

- Annual budgeting process
- Identifying and resolving budgeting variances
- Different budgeting systems in use today
- Budgeting tips and techniques
- Variance analysis

➤ **DAY 5**

➤ **Cash Flow & Investment Decisions**

- Capital budgeting
- Weighted Average Cost of Capital
- Present Value
- Internal Rate of Return – method
- Profitability Index
- Discounted cash flow

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

**Price (USD)**

**Communicate with the training department  
to know the participation fees**

➤ **There are offers and discounts for groups**

**The details of the bank account**

**Bank name: CIMB Bank Berhad**

**Account name: Asia Masters Center SDN. BHD**

**Bank account number: 80-0733590-5**

**Swift code: CIBBMYKL**

**IBAN: Null**