

Financial Management for Non-Finance Executives ***(three days)***

How to manage financial resources effectively and efficiently

Course overview

The three-day course Financial Management for Non-Finance Executives is aimed at equipping NGO leaders, managers, and board members with the knowledge and skills to effectively and efficiently manage the financial resources of an NGO towards sufficiency.

To reach this aim, participants learn the basics of financial management concerning accounting principles, how to best monitor revenue and expenses, how to analyze and interpret budgets, financial statements and reports, what are financial causes and effects that make an NGO successful or failing, how to define strategies and make decisions concerning resource generation and investments, and how to prepare financial planning and budgeting.

NGOs operate on limited resources - finances, staff and time - to conclude projects and programs successfully. To cope with the limited resources, the participants of this course acquire basic knowledge on financial management and learn to utilize a number of key decision-making tools. This course aims at enhancing the participants' knowledge and sharpening their skills so that they are able to take action confidently and at the right time in order to manage resources efficiently in the present and sufficiently for the future.

Who should attend

The course will benefit leaders and managers who are responsible for, or participate in the formulation of the financial strategy and budget of their organization, and managers who are responsible for the implementation of strategies and annual plans. Participants should have basic experience in managing finances of an organization. This course is designed for:

- Executive directors, regional directors, unit directors
- Department heads
- Senior project managers
- Board members
- Founders of NGOs
- Consultants who provide services to NGOs

Learning objectives: How you and your organisation will benefit

On this course, participants will be able to:

- Gain insight into finance and funding challenges of development work and current trends
- Know the basic principles of accounting
- Become familiar with the financial link and interplay of balance sheet, statement of operations and statement of cash flow
- Demonstrate the different approaches to financial analysis: Cash Flow Analysis, Ratio Analysis
- Analyse and interpret budgets, financial statements and reports
- Acquire practical tools in assessing operations' performance in relation to resources used
- Identify different financial causes and effects of a successful and a failing NGO

- Gain insight in how to improve resource mobilization strategies
- Acquire key tools to facilitate decision-making to achieve financial effectiveness and efficiency
- Understand the terminology of finance and develop a better understanding of the functions of financial management

Course programme

Day 1	Finance Overview <ul style="list-style-type: none"> • Aims of financial management • Finance and funding challenges and trends • Role of donor agencies • Role of government Finance Walk: Numbers tell Stories <ul style="list-style-type: none"> • Accounting and finance: Generating data and making strategic decisions • Ailment and treatment of a failing organization • Financial link: Relationship between financial statements
Day 2	Financial Diagnostics <ul style="list-style-type: none"> • Programs and projects of NGOs • Systems and procedures • Allocations and restrictions • Self-help organizations and enterprises assisted by NGOs • Working capital cycle • Investment valuation • Financial measurements
Day 3	Resource Generation and Decision Making towards Self-Sustainability <ul style="list-style-type: none"> • Financial decision-making • Budgeting • Standards and trends

Individual consultations

Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

Course venue

Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.