



## Financial Management 1 - The Essentials

### 1-day course



*This course provides tuition for*

**IWFM level 3 qualification unit FM3.07**

**IWFM level 4 qualification unit FM4.07**

*See 'Professional Recognition' section below for details*

### Aim

To provide facilities managers with a better understanding of the key principles of finance, accounting and budgets, and to explore ways in which financial information can be used to manage resources more effectively and improve operational decision-making.

### Objectives

By the end of this course you will be able to understand:

*Basic principles of accounting - attendees compose double entry balance sheets within the first few minutes of the workshop, and move on to profit & loss accounts and cash flows.*

*Why cash is not the same as profit.*

*How to demystify accounting jargon - what are debtors, accruals, reserves (etc)?*

*The use of company accounts to check customer and supplier solvency. What to look for in the small print.*

*Variable and fixed costs and their impact on break-even; marginal and full cost recovery.*

*The basic principles of constructing and using budgets.*

*When and how you pay corporation and value added tax.*

### Description

This course is aimed at Facilities staff with little or no financial background, and is intended as a sound introduction to the topic.

This workshop does not turn managers into accountants, or delve heavily into the detail of specific UK or other accounting regulations. The aim is to give them an understanding of the principles that they really 'need to know' to operate in today's commercial world, to equip them to have intelligent conversations with financial staff, and signpost situations when they absolutely must use professional accountants.

The programme is based on the BIFM management competencies concerning finance, and is intended to provide an introduction to key financial processes, terminology and tools that can be employed.

## Programme

### 09:00 Introduction

- Workshop objectives
- Finance for non-financial people

#### Financial Terminology

- Financial quiz (exercise)
- Defining key financial terms
- Some key accounting concepts

#### Understanding Profits, Overheads and budgets

- Budget exercise
- Mr Brown Catering 1 (exercise)
- Overheads and breakeven
- pricing an office block (exercise)
- understanding full and marginal costing

11:00 Break

### 11.20 Understanding Accounts

- How accountants do bookkeeping
- Mr Brown Catering 2 (exercise)
- The Balance Sheet and what it tells us
- Cash Flow Statement (exercise)

12:30 Lunch

### 13:30 Using Company Accounts

- Cash generation v profitability
- Liquidity & cash flow
- How real accounts are generated and what they look like
- Using company accounts
- What do the financial pages in the newspaper tell us?

15:00 Break

### 15:20 Financial Proposals

- Published v management accounts
- Financial planning & budgeting
- Preparing revenue budgets (exercise)
- Revenue vs capital budgets

### 16.20 Tax

- Corporation tax
- The basics of VAT for Managers
- Mr Brown's VAT (exercise)

### 16:45 Workshop Summary

- Checking our jargon (exercise)
- Workshop evaluation

### 17:00 Workshop Close

## Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



*This course also provides tuition for*  
**IWFM level 3 qualification unit FM3.07 and**  
**IWFM level 4 qualification unit FM4.07**

'Financial Management 1' is accredited to provide tuition for IWFM level 3 qualification unit FM3.07 and IWFM level 4 qualification unit FM4.07. Please note that these units **alone** do not constitute complete qualifications. Please contact us on 020 7469 1398 or email [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

### **How do I book?**

**Telephone:** 020 7469 1398

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**Website:** [www.quadrilect.com](http://www.quadrilect.com)