



## Financial Management 2 – Getting Results

### 1-day course



*This course provides tuition for  
**IWFM level 5 qualification unit FM5.05**  
See 'Professional Recognition' section below for details*

### Aim

To help facilities managers to develop their understanding of business finance and accounting, and to explore ways in which a better grasp of financial information can be used to make a positive contribution to profitability, cash flow and capital investment.

### Objectives

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

*What details to look for in company accounts*

*How to determine the financial performance and health of a business using key ratios*

*Where to find detailed financial information on companies*

*Analysing cash flow and related problems*

*How to build and use financial models and make a financial case to senior managers*

*How to analyse which activities are profitable and which are not*

*The basic principles of investment - what investors and other parties expect from companies and why. A brief look at market returns and capital asset theory;*

*Capital investment appraisals using discounted cash flow. How to do it, how it is used (including the venture capital pricing model), and some critiques*

*What happened during the banking crisis of 2008-9*

### Description

This course is intended for Facilities Managers who have a basic understanding of finance, and is ideally suited to those who have already attended our introductory 'Financial Management 1' course.

The course provides a refresher on key accounting principles before exploring the practical application of financial skills. Particular attention is given to techniques that managers can use to analyse and model cash flow and profit problems. Attendees are supplied with a number of spreadsheet tools which can be adapted to their own projects.

This course is particularly helpful to people having to prepare capital project budgets for the first time. It is relevant to managers having to write an investment case within an existing business, but also to start-up companies looking for external finance.

**NB It is helpful if delegates can bring a lap-top computer to the course, although this is not essential and you will not miss out on anything if you cannot bring one.**

## **Programme**

### **09:00 Introduction**

Workshop objectives

#### **Refresher on the Basics**

Doing a balance sheet and profit/loss account (exercise)  
Important accounting concepts

#### **Analysing Accounts**

Who needs to know what?

### **10.00 Analysing Cash Flows and Improving the numbers**

'My company has no money' (Fine Filters exercise)  
Implications for budgeting  
Managing working capital better  
Income generation & cost reduction (adding value as a facilities manager)

### **11:00 Break**

### **11:15 Financial Ratio Analysis**

Key performance ratios  
Performance trends (exercise)  
Key liquidity ratios  
Working capital trends (exercise)  
Implications for budgeting

### **12:30 Lunch**

### **13:30 Which of my activities are profitable/cost effective?**

How people do and use budgets  
Changing my base case  
'My boss/the other departments say my group is too expensive'  
(Assigning overheads exercise)  
Some interesting techniques for FM budgets  
Good FM adds value – some interesting numbers!

### **1500 Break**

### **15.15 Investment Appraisal**

Presenting a persuasive case  
Financial techniques  
- Payback & other methods  
- Discounted cash flow methods  
Doing a capital budget using Excel  
Understanding capital investment and stock market risk/return  
What happened in 2008?

#### **Workshop Summary**

More Jargon busting  
Workshop evaluation

**16.30 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 5 qualification unit FM5.05**

'Financial Management 2' is accredited to provide tuition for IWFM level 5 qualification unit FM5.05. Please note that this unit **alone** does not constitute a complete qualification. 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

**Email:** [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)

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