

Finance Training for Non-Finance Personnel



Vertical : Government Representative

Duration of Training : 16 Hours

Training Need Analysis: Done

Target Audience : Finance Personnel

Role & Job Description

- Handle accounts receivable, inventories and fixed assets
- Prepares accounting entries and reconciliations in connection with month-end closing process
- Prepare timely and accurate monthly financial.

Required skills :

- Sufficient Knowledge of Finance Related Terms, Procedures & Policies
- Strong analytical aptitude in financial and system reviews
- Knowledge of full set of accounts
- Detail oriented, hands-on, meticulous, proactive and dynamic and well organized.
- Ability to multitask independent, meet deadlines and good problem solving skills
- Strong computer skills in MS applications especially Excel and Word.

Training Objective:

This training was designed especially for non-finance personnel to help them develop a complete understanding of Finance even if they didn't have any prior experience in finance.

Participants who attended this Training were :

- Individuals with no background in finance but involved in management positions
- Persons who are interested in knowledge of the function and operation of the Finance System and the basics of accounting
- Persons working in various divisions of the finance departments

Topics Delivered:

- i. Accounting : The Language of Business
- ii. The Role of Accounting Records
- iii. Measuring the Business Income
- iv. Year-end Adjustments and Final Accounts
- v. Financial Statements Analysis and Interpretation

Methodology Followed :

- ✓ Classroom Sessions
- ✓ All the practice sessions were quiz based and interactive
- ✓ Written Assessments were taken
- ✓ Final Evaluation done through written tests

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