



Essentials One-day Workshop



Booking Form

Course: Finance for non-financial managers
Date: Thursday 19 March 2020, 9.30am-5.00pm
Venue: Lightwoods Park and House, Bearwood, Birmingham, B67 5DP
Price: **£195.00 inc vat** (includes lunch, refreshments and AAT Certificate of Attendance)

Who should attend?

Anyone who is responsible for company finances, preparing and maintaining a budget or requires an understanding of statutory and management accounts. The course is aimed at learners without any prior accounting experience.

What will you be learning about on the day?

The Statement of Profit or Loss & The Balance Sheet

Understand what your year-end accounts say about your business

How to analyse company performance and position -

use ratio calculations to check the health of your business

The difference between cash and profit -

healthy profit doesn't necessarily mean healthy cashflow!

How to prepare a budget to manage business activity -

set targets and learn to forecast future success or problems!

Learner Details

Name:

Tel:

Email:

Booking Terms

Please sign and complete the section below to confirm that you have read and agree to our terms and would like to book your place on the training day. We will confirm your place and forward payment details by return. Payment is required within 7 days of booking to secure your place. Cancellations received on or before 2 weeks prior to the course date will be subject to a £50.00 + vat administration charge. Refunds cannot be given for cancellations received within 2 weeks of the course date. By signing this form you confirm that you have authorisation to complete this booking

Authorised Signatory

Name:

Tel:

Email:

Signature:

Invoice Details

Organisation Name:

Address:

Purchase order no:

Course contact: Fiona Wilson (MAAT, QTLs)

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