



Accounting for Non-Accountants Training Program Brochure

Empowering You with Practical Financial Skills

- Understand Financial Statements
- Budgets Confidently
- Make Better Business Decisions



Audience

Every professional makes financial decisions whether managing a project budget, approving expenses, or analyzing performance. Yet, many non-accountants find financial terms and reports overwhelming.

The Accounting for Non-Accountants Training Program simplifies the language of finance, empowering professionals from all disciplines to understand, interpret, and apply accounting information to real-world business decisions.

Ideal for:

- Project Managers and Business Analysts
- Entrepreneurs and Business Owners
- Operations and Administrative Professionals
- Team Leads, Department Heads, and Non-Finance Managers
- Anyone seeking to improve financial awareness



Course Description

The Accounting for Non-Accountants Training by Alfred & Victoria Associates Academy is designed to make accounting concepts practical and accessible.

Participants will learn the principles behind financial reporting, budgeting, and performance measurement without complex jargon. Real-world examples, group exercises, and interactive sessions ensure that participants can immediately apply their learning to their workplace or business.

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

- Explain key accounting and finance concepts clearly
- Interpret balance sheets, income statements, and cash-flow reports
- Develop and manage departmental or project budgets
- Use financial information to evaluate business performance
- Communicate effectively with accountants and finance professionals



Course Outline

- Financial Thinking for Non-Accountants
- Understanding Financial Statements and Business Health Income, Costs, and Profitability Basics
- Cash Flow Management and Financial Control
- Budgeting, Forecasting, and Financial Planning Using Financial Information for Business Decisions Financial Risk, Compliance, and Ethical Awareness
- Applying Financial Literacy in Workplace Scenarios



Training Details

Duration: 5 Days

Training Fee: N500,000 (excluding tax)





Thank you



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