NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

FINANCE FOR NON-FINANCIAL MANAGERS

The field of finance is broad and dynamic. Finance directly affects everyone's life, whether you are an individual or organisation. Basic principles of finance can be applied in business organisations of different types. Many of these principles are applicable to an individuals personal financial life. A basic understanding of finance will benefit most adults by enabling them to make better personal financial decisions. For those who work in non-financial positions will benefit by being able to understand basic financial concepts, reading and interpreting financial statements, which will assist in making informed financial decisions. It will additionally enable them to interact effectively with the firm's financial staff, processes, and procedures.

Venue:	Windhoek, NIPAM Campus
Duration:	Three (3) Days

COURSE LEARNING OUTCOMES

- Explain/define the basic finance/accounting terms.
- Compile business unit, household or own financial statements.
- Analyse the entity's financial performance using ratios.
- Distinguish the budget cycle of the Government.
- Able to compile own unit's and personal budgets.
- Able to cost a project.

WHO SHOULD ATTEND?

This course is principally meant for non-financial functional managers and other professionals with limited knowledge of finance in the Namibian Public Sector (Offices, Ministries, Agencies, Regional Councils, Local Authorities and Public Enterprises). These should be in positions to manage and run their own business units, divisions and section's budgets and participates in the organization's budget preparations

Course Content
Unit 1: Introduction to Finance
Unit 2: Financial Literacy for Non-Financial Managers
Unit 3: Financial Statements
Unit 4: Interpretation and Analysis of Financial Statements
Unit 5: Budget and Control

For enquiries please contact:
Mr Joubert Tawana: Senior Lecturer
Tel: 061 296 4867, Cell: 0811 660455, Email: jtawana@nipam.na