



NATIONAL INSTITUTE FOR PRODUCTIVITY

FINANCIAL MANAGEMENT FOR NON-FINANCE MANAGERS COURSE



Course Objective

To impart participants with financial management skills which will enable them to effectively handle financial related decisions in their organisations.

Target Participants

All those in managerial or administrative positions without formal training on financial management.

Key Topics

Introduction to Accounting structure and concepts; Double entry and accounting equation; Accounting cycle; Assets management; Credit control systems; Bank reconciliation; Financial statements; Analysis and interpretation of financial statements; Budgeting; Budget control.

Learning Outcome

At the end of this training participants are expected to appreciate the role and importance of understanding financial management and be able to make quick informed decisions.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Dates

Group	Start	Finish
One	09 September, 2019	06 December, 2019
Two	10 February, 2020	14 February, 2020

Venue

Morogoro – Tushikamane Centre

Duration

1 week

Fee and Mode of Payment

The fee: Tshs. **875,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

Nyumba ya Maarifa, Ohio Street
P. O. Box 2021, Dar es Salaam, Tanzania,
Tel: (+255) 22 2110523/ 2126832/ 2126981 and (+255) 769 291905
Fax: (+255) 22 2128619/ 2126081
Email: info@niptz.org
Web: www.niptz.org

