

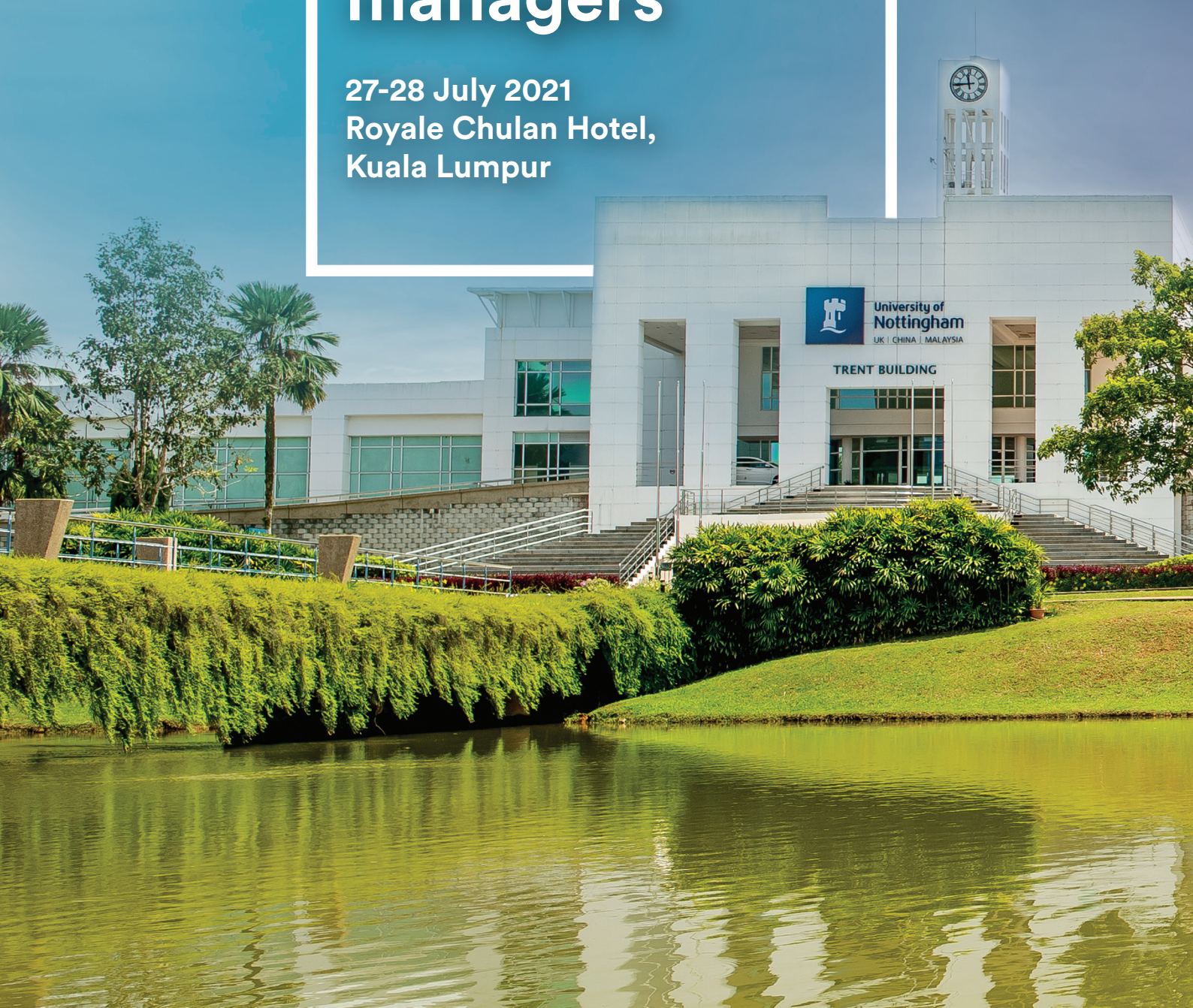


University of  
Nottingham

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# Accounting and finance for non-finance managers

27-28 July 2021  
Royale Chulan Hotel,  
Kuala Lumpur





# Accounting and finance for non-finance managers

In today's business environment, accounting and finance functions are more than dealing with recording transactions and financing. Accounting and finance have become strategic functions and critical success factors of many companies. Therefore, knowledge and essential skills in accounting and finance are no longer the concern of finance managers and CFOs only. In fact, it is essential for all non-financial managers and executives to be able to deal with accounting and finance decisions in their respective companies.

This programme provides solutions to all non-financial managers and executives who see the limitation in discharging their duties due to the lack of accounting and financial knowledge. Non-financial key personnel who have little or no knowledge in accounting and finance should be trained in essential financial techniques to enable them to make use of financial information more effectively in their day-to-day business activities.

This programme is tailored made for the non-financial managers and executives at all levels. It is also equally useful to entrepreneurs of all industries. It is designed specifically in order to give a practical hands-on exposure.

**This programme is designed to impart essential financial knowledge and skills for making business decisions. Upon completion of this programme, you will be able to:**

- Understand accounting and finance terms and concepts
- Read and interpret financial reports and statements with accuracy
- Evaluate the impact of accounting policies on financial performance
- Manage financial resources effectively
- Carry out long-term financial planning
- Evaluate working capital management
- Evaluate various financial instruments
- Analyse cost base for cost control
- Build budgets and review budgets, and link it to performance evaluation
- Evaluate the links between financial and non-financial key performance indicators (KPI)
- Communicate effectively with financial managers and personnel

## Teaching and learning methodology

The programme is highly interactive where you learn through experiential activities. It engages you in a comprehensive, integrated curriculum conducive to extensive interaction via a workshop approach, using multiple methodologies as follows (but not limited to)

- PowerPoint presentation
- Discussions using real-life examples
- Case studies of public listed companies
- Group discussions

## Programme leader



**Dr Lau Chee Kwong**, BBA, MBA, PhD (Accounting), FCCA, FCPA, CA (M), has 20 years of practical experience in financial accounting and reporting, corporate finance, banking management, financial management, investments, academic administration, lecturing, corporate training and consultation work. He conducts training, lectures, and seminars for his corporate

training clients including public listed companies, banks and financial institutions, regulators and Government bodies.

Dr Lau currently serves as an Associate Professor of Accounting and Dean at the Nottingham University Business School, Malaysia lecturing for Bachelor's Degree programmes, MBA, Master of Finance, ACCA and CFA. His research papers have been published in journals and presented at national as well as international conferences. He served as a member of the Issues Committee of the Malaysian Accounting Standards Board (MASB) from 2008 to 2013. Dr Lau is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7170).

## Further information

To find out more about this programme, please contact Nottingham University Business School (NUBS) Malaysia Executive Education or visit our website

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nottingham.edu.my/Business/ExecutiveEducation

## Programme outline

Time	Day 1	Time	Day 2
8.30am	Registration	8.30am	Registration
9am	<b>Introduction</b> <ul style="list-style-type: none"> <li>▪ Programme briefing, objectives and outline</li> <li>▪ Financial accounting and reporting</li> <li>▪ Financial resources management</li> <li>▪ Financial planning, control and decision making</li> <li>▪ Financial reporting framework</li> </ul>	9am	<b>Capital expenditure and budgeting</b> <ul style="list-style-type: none"> <li>▪ Investment and business expansions</li> <li>▪ Capital budgeting</li> <li>▪ Cash flow projection</li> </ul>
10.30am	Coffee break	10.30am	Coffee break
10.45am	<b>Understand financial reporting and financial statements</b> <ul style="list-style-type: none"> <li>▪ Statement of financial position (balance sheet) and net assets</li> <li>▪ Statement of comprehensive income (income statement) and EPS</li> <li>▪ Statement of changes in equity</li> <li>▪ Statement of cash flows and CFO</li> <li>▪ Significant accounting policies</li> <li>▪ Auditor's report</li> <li>▪ Other decision useful information in financial reporting</li> </ul>	10.45am	<b>Capital budgeting techniques:</b> <ul style="list-style-type: none"> <li>▪ NPV, IRR, payback and etc</li> <li>▪ Considering the uncertainties</li> </ul>
1pm	Lunch	1pm	Lunch
2pm	<b>Assessing financial performance and position</b> <ul style="list-style-type: none"> <li>▪ Evaluating financial performance</li> <li>▪ Evaluating financial position</li> <li>▪ Evaluating cash flow position</li> <li>▪ Techniques for financial statements analysis</li> </ul>	2pm	<b>Working capital management</b> <ul style="list-style-type: none"> <li>▪ Cash flow management</li> <li>▪ Receivable management</li> <li>▪ Inventory management</li> </ul>
3.30pm	Coffee break	3.30pm	Coffee break
3.45pm	<b>Corporate financing</b> <ul style="list-style-type: none"> <li>▪ Equity financing</li> <li>▪ Debt financing</li> <li>▪ Convertibles and warrants</li> </ul>	3.45pm	<b>Financial planning and budgeting</b> <ul style="list-style-type: none"> <li>▪ Corporate planning and strategies</li> <li>▪ Budgeting for control and implementing strategies</li> <li>▪ Budgeting and responsibility</li> <li>▪ Accurate forecasts and effective budgeting</li> <li>▪ Budgetary control</li> <li>▪ Budgeting and performance measurement</li> </ul>
5.30pm	Key take away points	5.30pm	Key take away points
			Reflection on programme objectives and outline
	End of day one		End of training session



# Programme registration form 2021

## Accounting and finance for non-finance managers at SMEs

27-28 July

Royale Chulan Hotel, Kuala Lumpur

### Fee

**Early bird price:** RM2,500/person

**Normal price:** RM2,600/person

**Group of three and above:** RM2,200/person (for more than three delegates attending from the same company/institution)

The programme fee covers teaching, case materials, lunch and tea breaks.

### Registration and payment

The registration form must be fully completed and signed and must be received by Nottingham University Business School before **13 July** together with your payment.

A/C Name: The University of Nottingham in Malaysia Sdn Bhd

Bank: HSBC Bank (M) Bhd

Bank Address: KL Main Office, 2 Lebuhr Ampang, 50100 Kuala Lumpur

Branch: Kuala Lumpur

Swift Code: HBMBMYKL

Account No.: 301-879391-101

Please send the registration form together with payment details to:

Nottingham University Business School

University of Nottingham Malaysia

Jalan Broga, 43500 Semenyih, Selangor, Malaysia

### Human Resources Development Fund (HRDF) claims

- The course fees may be claimed under Skim Bantuan Latihan (SBL) of HRDF subject to terms and conditions.
- Organisations wishing to claim HRDF can submit this brochure to HRDF for approval. The brochure contains the necessary information for HRDF to process.

### Terms and conditions

If the designated participant cannot attend the workshop, a substitute attendee is permitted. However if a confirmed participant or substitute attendee does not attend the workshop, the fee is still liable in full.

Changes in the workshop date, venue, time, trainers and fees can occur from time to time and the organiser reserves the right to reschedule/cancel the workshop and/or amend any information in this brochure. In any circumstances, the organiser's liability is limited only to the refund of paid registration fee.

### Certificate of completion

Upon completion of the programme you will receive a Certificate of Completion from the University of Nottingham Malaysia.

The University of Nottingham in Malaysia Sdn Bhd  
is a HRDF Certified Training Provider.



The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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t: +44 (0)115 951 5559

e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)

# General information

Programme name

Full name

Name you want to be referred to

Male/female

IC number (passport for non-Malaysians)

Nationality

Date of birth (day/month/year)

Position in organisation

Department in organisation

Name of organisation

Address of organisation

Work telephone number

Mobile telephone number (personal)

Email (office)

Email (personal)

## Objectives

What do you hope to gain from this programme?

## Work experience

Please list your job roles starting with your current position. If all positions are in the same company, please give the major promotional sequence.

Name of organisation	Last position	From (year)	To (year)
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## Education

Please list highest qualifications obtained.

Name of institution	Qualification	Year obtained
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## Administration

Do you require a vegetarian diet? ☐ Yes ☐ No

How did you learn about this programme? ☐ Website ☐ Email notification ☐ Other (please specify)

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I confirm that all the information provided in this application is accurate:

Signature of applicant

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Date (day/year/month)

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