

# finance for non-financial managers

fmi course number: MAN04

Duration  
2 days

## .....course overview

This course develops the skills required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.



## .....key content

- Accessing budget/financial plans for work teams
- Clarifying documented budgets/financial plans to ensure outcomes are achievable, accurate and comprehensible budget/financial plans
- Negotiating changes to budget/financial plans with relevant personnel
- Contingency planning when reviewing a budgets/financial plans
- Disseminating relevant details of the agreed budget/financial plans to team members
- Supporting team members to competently perform required roles associated with management of finances
- Implementing processes to monitor actual expenditure and to control costs.
- Working with key stakeholders to secure buy-in
- Identifying cost variations and expenditure overruns by monitoring expenditure and costs
- Collecting and collating financial data for analysis
- Evaluating and reviewing financial management processes

## .....what objectives can I achieve?

1. Plan financial management approaches
2. Implement financial management approaches
3. Monitor and control finances
4. Review and evaluate financial management processes



## Who this course is useful for

All people who wish to increase their ability to manage budgets as part of their role at work

### Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

### Assessment

Assessment for this course is optional. This course can be linked to competency unit *BSBFIM501A Manage Budgets and Financial Plans* (assessed at Diploma level as part of the Diploma of Management). Please contact us for further details

### Dates and locations

**Course Dates:** Sydney & Melbourne  
For dates please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

**Time:** 9am to 4.45pm

Location is close to CBD. You will be advised of the exact location by email one week prior to commencement.

### Fees

For fees please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

### Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

### Booking

To book, phone • +612 9660 0199

Email fmi to find out how we can help you:  
[fmi@frontlinemanagementinstitute.com.au](mailto:fmi@frontlinemanagementinstitute.com.au)

### Contact frontline management institute

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