Training Course:
Finance Manager Secretary

23 - 27 June 2025
London (UK)
Landmark Office Space - Oxford Street

Training Course:
Finance Manager Secretary

Training Course code: OM235373 From: 23 - 27 June 2025 Venue: London (UK) - Landmark Office Space - Oxford Street
Training Course Fees: 5250 ⬜ Euro

Introduction:

Welcome to the Finance Manager Secretary Training program. This comprehensive course is designed to equip secretaries working closely with finance managers with the necessary skills and knowledge to excel in their roles. Participants will delve into various aspects of financial management, administrative tasks, and communication strategies specific to supporting finance managers effectively.

Target Audience:

This training program is ideal for:

- Secretaries or administrative assistants directly supporting finance managers.

- Individuals aspiring to work as secretaries in finance departments or closely with finance managers.

- Anyone interested in gaining specialized skills in finance-related administrative tasks.

Objectives:

1. Understand the unique responsibilities and expectations of a secretary supporting a finance manager.

2. Develop proficiency in financial terminology, concepts, and processes.

3. Enhance skills in financial record-keeping, reporting, and analysis.

4. Improve communication and interpersonal skills relevant to working in a finance setting.

5. Master organizational techniques and time management strategies tailored to finance manager support roles.

Outlines:

Day 1:

Introduction to Finance Manager Support

- Overview of the role of a secretary supporting a finance manager.

- Understanding the dynamics of working in a finance department.

- Importance of confidentiality and professionalism in finance manager support roles.

Day 2:

Financial Terminology and Processes

- Essential financial terminology and concepts.

- Overview of financial processes such as budgeting, forecasting, and financial analysis.

- Role of the secretary in facilitating financial processes and ensuring accuracy.

Day 3:

Financial Record-Keeping and Reporting

- Best practices for financial record-keeping and documentation.

- Generating and formatting financial reports for finance managers.

- Handling sensitive financial information with discretion and accuracy.

Day 4:

Communication Strategies for Finance Manager Support

- Effective communication techniques for liaising between finance managers and other departments.

- Writing clear and concise financial correspondence and reports.

- Managing communications with stakeholders including clients, vendors, and internal teams.

Day 5:

Time Management and Organization for Finance Manager Support

- Prioritizing tasks and managing deadlines in a fast-paced finance environment.

- Organizational techniques for handling multiple projects and responsibilities.

- Strategies for maintaining efficiency and productivity while supporting a finance manager.

Registration form on the Training Course:
Finance Manager Secretary

Training Course code: OM235373 From: 23 - 27 June 2025 Venue: London (UK) - Landmark Office Space - Oxford Street Training Course Fees: 5250 ⬜ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

☐ Please invoice my company

Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |