



*Training Course:
Finance and Accounting for Office
Administrators & Secretaries*

*21 - 25 June 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Finance and Accounting for Office Administrators & Secretaries

Training Course code: OM8163 From: 21 - 25 June 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This program, designed by Global Horizon Training Center, provides a practical and structured introduction to finance and accounting for professionals with no prior background in the field.

It equips participants with essential financial knowledge required to effectively support administrative and operational functions. The course focuses on understanding key financial terminology, basic accounting principles, and how financial information is recorded, analyzed, and used in decision-making. Through practical examples and exercises, participants will gain the confidence to contribute to financial discussions and support business processes more effectively.

Objectives

Participants attending the program will:

- Understand the role of finance and accounting within the organization
- Become familiar with key financial and accounting terminology
- Apply basic accounting principles to routine business transactions
- Prepare and interpret simple financial statements
- Analyze financial performance using basic ratios
- Understand cost concepts and their impact on business efficiency
- Apply budgeting techniques to support organizational planning

Target Audience

- Office Administrators
- Executive Secretaries and Personal Assistants
- Administrative Staff supporting finance departments
- Non-finance professionals seeking financial literacy
- Anyone involved in administrative or operational support roles

Training Program Outline

Day 1: Introduction to Finance and Accounting

- Concepts of accounting and finance
- Sources of long-term and short-term finance

- Financial accounting vs. management accounting
- Principles of double-entry bookkeeping
- Recording sales, purchases, receipts, and payments
- Depreciation methods and impact on profit

Day 2: The Financial Statements

- Preparing Income Statement and Balance Sheet
- Key components of financial statements
- Revenue vs. capital expenditure
- Assets and liabilities classification
- Working capital and net worth
- Profit vs. cash flow
- Introduction to annual financial reports

Day 3: Basic Evaluation of Financial Statements

- Importance of financial analysis
- Stakeholders and their information needs
- Common-size financial statements
- Ratio analysis techniques:
 - Profitability ratios
 - Liquidity ratios
 - Efficiency ratios
 - Gearing ratios
- Cash flow cycle and working capital management
- Company valuation: book value vs. market value

Day 4: Introduction to Costing Systems

- Cost collection and analysis methods
- Types of costs and cost behavior
- Overheads and cost allocation
- Marginal vs. total costing
- Inventory valuation methods FIFO, LIFO, AVCO
- Break-even analysis and margin of safety
- What-if scenario analysis

Day 5: Budgeting and Financial Planning

- Importance of budgeting in organizations
- Linking budgets to strategy
- Advantages and limitations of budgets
- Budget preparation techniques
- Departmental budgeting
- Variance analysis actual vs. budget
- Behavioral impact of budgets on performance

Registration form on the Training Course: Finance and Accounting for Office Administrators & Secretaries

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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3 Oudai street, Aldouki,
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