



*Training Course:
Finance Manager Secretary*

*29 March - 2 April 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Finance Manager Secretary

Training Course code: OM235373 From: 29 March - 2 April 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, is tailored to develop the specialized skills required for secretaries supporting finance managers. It focuses on financial awareness, administrative excellence, and effective communication to ensure accurate, confidential, and efficient support within finance environments.

Objectives

By the end of this program, participants will be able to:

- Understand the responsibilities of supporting a finance manager
- Apply key financial terminology and concepts in daily tasks
- Manage financial records and prepare structured reports
- Communicate effectively within finance and across departments
- Organize tasks and manage time efficiently in a finance setting

Target Audience

- Secretaries and administrative assistants supporting finance managers
- Administrative staff working within finance departments
- Individuals aspiring to work in finance-related administrative roles
- Professionals seeking to enhance finance-oriented administrative skills

Outlines

Day 1: Introduction to Finance Manager Support

- Role and responsibilities of a finance manager's secretary
- Structure and functions of finance departments
- Working dynamics within finance teams
- Importance of confidentiality and professionalism

Day 2: Financial Terminology and Processes

- Key financial terms and concepts
- Overview of budgeting, forecasting, and financial analysis

- Supporting financial workflows and ensuring accuracy
- Role of administration in financial operations

Day 3: Financial Record-Keeping and Reporting

- Best practices in financial documentation
- Organizing and maintaining financial records
- Preparing and formatting financial reports
- Handling sensitive financial data securely

Day 4: Communication Strategies for Finance Support

- Effective communication within finance environments
- Writing professional financial correspondence
- Coordinating with internal departments and stakeholders
- Managing communications with clients and vendors

Day 5: Time Management and Organizational Skills

- Prioritizing tasks in a fast-paced finance environment
- Managing deadlines and multiple responsibilities
- Organizational techniques for finance administration
- Improving productivity and efficiency

Registration form on the Training Course: Finance Manager Secretary

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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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