

Global FM School for Facilities Management

Course Outline Guide 2022

Short Course Program: Finance Management for FM Managers and General Managers



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Short Course Program: Manage the finances of a unit for FM Managers and General Managers

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1. What is the Finance Management Course?

This Course is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them within the field of Facilities Management.

After the completion of this course, the learner will be able to demonstrate and understand the key concepts of managerial finance, interpret financial statements, draft financial forecasts, draft budgets according to plans of the unit, and supervise the financial management of a unit against given requirements.



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2. General Information

2.1 Entrance requirement for this course

Open - No pre-requisites required

2.2 Duration of the course

This course has been designed to be presented over 2 days.

2.3 Course dates

25, 26 April 2022

2.4 Methodology on Class Attendance

The Course will be presented via Webinar.

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2.5 Tuition Fees

Per learner: R 6 500.00 (Incl. Vat) per learner

2.6 What are the payment terms and conditions?

Pre-payment is essential for all courses.

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 200.00 excluding VAT is payable on your registration.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

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2.7 What are the registration fees?

R 200.00 excluding VAT

3. How to register

Please visit our website:

www.global-fmschool.com, and click on the "contact button" to submit your application to register.

Alternatively, send an email to admin@global-fmschool.com and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

4. Who endorses the Course?

Global-FM School for Facilities Management.

This is a Non-Credit Bearing Course

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5. Course Topics

The topics for this course includes the following:

1. Understand the Key Concepts of Managerial Finance, focusing on The Accounting Cycle, Inventories, and Revenue. The use of IFRS in Financial Analysis, focusing on the role of budgeting and forecasting in Strategic Planning, The Accounting Conventions applied in Financial Management, and the Financial Reports published in the Organisation.
2. Interpret Financial Statements, focusing on the Purpose of Financial Analysis, Financial Analysis Users, Analyse Financial Statements, Ratio Analysis, applying ratios to measure Profitability and Liquidity, applying ratios to measure Working Capital and Asset Utilization, Applying ratios to Measure Return, Making Recommendations based on Ratio Analysis, and Making Recommendations after an Analysis
3. Describe and prepare Financial Forecasts, focusing on Describing and Preparing Financial Forecasts, Analyzing Past Performance, Recognizing Opportunities and Planning for the Future, Identifying Opportunities for Growth, and Types of Formats of the Financial Forecast. Trend Analysis, Identifying Sources of Financial Forecasts, Using Liquidity and Leverage Ratios to Analyse the Organisation's Viability
4. Draft Budgets according to the Operational Plan, focusing on Link Budget Plans to Operational Objectives, Establishing Operational Objectives, Formulating the Budget, Analyzing Past Trends in the Budget, Reviewing and Modifying the Drafted Budget.
5. Supervise Financial Management of a Unit, focusing on Agreeing and Adhering to Monitoring Systems, Monitoring Expenditure Reports, Implementing Corrective Actions where necessary

Method of evaluation:

This is an attendance course, thus no evaluation will be required

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