



Workshop on Accounts for Non-Account Executives and Managers

February 24 – 28, 2025, 1st Run: Lagos & Port Harcourt

August 25 – 29, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250,000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program Overview:

This program is specifically designed for personnel who are not financial specialist, but must make or understand financial decisions. Today more than ever, employees must integrate knowledge of all organizational functions to achieve corporate success. Financial policy and financial analysis are recognized as critical keys to making informed decisions and shaping corporate strategies.

FOR WHOM:

Managers and Executive officers who had no formal background in accounts but are head of units/departments in Manufacturing, Oil and Gas, Service industries and public sector of the economy,

LEARNING OBJECTIVES:

At end of the program, participants will be able to:

- * recognize and identify the information that financial statement provides;
- * identify capital needs and learn how to project and manage cash flow as a function of the organization's survival and growth;
- * critically analyze financial statements to arrive at a bottom-line value;
- * monitor and control operating cost effectively;
- * identify cost and cost centers and their relationship to overhead; and
- * prepare and be able to implement financial budgets.

COURSE OUTLINE:

DAY 1: The Business Environment and the Role of Accounting

- The Business Environment
- The Uses and Purpose of Accounting
- Users of Accounting and Financial Information
- Accounting Terminology
- The Dual Entry Accounting System

Day 2: Understanding of Accounting and Financial Information

- Concepts and principles of book-keeping
- The Income Statement – financial performance
- The Balance Sheet – financial position
- Cash Flow vs. Profit
- The Cash Flow Statement –
Where the cash comes from and where it goes to?

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- The Links between the Cash Flow Statement, Income Statement and Balance Sheet
- Financial statement: Evaluation and Analysis

Day 3: Cost control and management techniques

- Impress accounting/management
- Role of cost management in the business strategy
- Cost management and motivation
- Embedding cost control in the business
- Role of Finance in cost control

Day 4: Budgeting and planning

- The budget and the functions of management
- Budget as a planning tool
- Budgets and the key financial statements
 - The top-down versus bottom-up process

Day 5: Cost/benefit analysis

- Budget and budgetary control
- Responsibility accounting
- Beyond budgeting: integrating financial and non-financial issues
- Account report writing

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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& 234-9112830607

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce this teaching/learning methods.

NOTE: Please Come along with your laptop and Calculators for practical demonstration

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