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FINANCIAL MANAGEMENT



Introduction

This is a financial management training and professional development program tailored to help trainees improve accountability, transparency, and performance in their work places. It is tailored on the principle that one should know how to acquire and manage resources, and how best to handle them to ensure profitability, minimise losses and expenses, and increase market share.

Target group

The course targets accounting officers, senior and middle level managers in finance departments. This program is also meant to help individuals understand book keeping, taxation and accounting as per government regulations.

Organisations targeted include: Ministries, State Corporations, County governments, Manufacturing industries, Private companies, Saccos, Societies, Cooperatives and NGO's.

Course Duration

The course will take 5 days. Each day will comprise of six contact hours which will include practicals and class teaching

Course Module

The course will be delivered within the following general content:

- Book keeping and accounting
- Tax returns filing and compliance procedure
- Planning, Budgeting, and Forecasting
- Profitability and Cost Management
- Monitoring and Reporting
- Fraud Management
- Audit process and management

Mode of training

We endeavor to deliver training as per the needs of trainees .For this course, we will use various methodologies all of which are



participant centered. Particularly trainers may use;

- Open triangle content discussion
- Case discussions
- Illustrative training using aids of various types as may be necessary
- Group and individual tasks assignments
- Business games
- Simulations

Reading Material

PLCL will provide relevant reading material which participants will use on and after training.

Certification

The course will be certified either by PLCL or by PLCL in partnership with other organizations that will have sponsored the respective courses.

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