



## **Budgetary Planning and Management**

### **Course Description**

This workshop will cover the essential aspects of budgeting and financial controls. It will be delivered in plain English and is a practical day with the opportunity to ask questions and discuss areas of concern. As individual budget holders, each delegate will learn how their own role affects the wellbeing of the whole organisation and why financial constraints and controls are vital.

Another aim of the day is to increase delegate's awareness of the whole financial picture of the organisation rather than just their part of it.

### **Target Audience**

This course is designed for those with responsibilities for budgets who are not accountants or finance specialists.

### **Course Objectives**

On completion of the course delegates will:

- Have an understanding of essential finance documents and be able to use these to help with budgeting
- Be able to use methods of budget calculation and justification
- Have an understanding of tracking spend against budgets
- Be better able to control total spend by the business
- Have seen example of budgetary control in action which they can apply in their companies

### **Course Format**

The course will be run as a workshop and include opportunities for discussion and practical exercises.

### **Course Content**

- An overview of financial controls will be provided.
- The financial flows in an organisation will be explored through a simple business model which demonstrates the importance of budgetary control.
- Methods of calculating likely spend and justification through Cost Benefit Analysis will be discussed
- Planning for budgets will be explored and putting a budget together will be explained
- Methods of measuring spend against budget will be outlined and delegates will explore ways in which they can control costs
- Managing spend will be discussed including supplier management
- Alternative methods of budgeting and control will be examined and discussed.
- Simple financial exercises will be used to consolidate the understanding of the financial operating principles

**Trainer      Nik Joshi    BSc Econ Hons MA MCFI**

Nik Joshi is a management consultant and trainer in the fields of strategic management and planning and corporate finance. An 'economist' by training he has extensive international experience in various sectors of industry including petrochemical and financial services industries, and now spends a proportion of his time in the new member countries of the EU.

He is a trainer in management and finance for institutions such as the Chartered Insurance Institute in London. He has also worked in countries such as Japan, Turkey, Bahrain, Indonesia, Mauritius and Zimbabwe. He is a consultant for the Asian Development Bank. He is also a visiting lecturer at the London Guildhall University and on the MBA programme at the Open University Business School.

**Duration**      1 day

**Date**            15<sup>th</sup> November 2010

**Time**            9.30 am – 4.30 pm

**Venue**            IMC Training Rooms, 16 St Clare Street, London EC3N 1LQ

**Fee**                £245.00 +VAT (including refreshments and buffet lunch)

**Bookings**      To reserve a place on this course please contact Tony Gregory  
Telephone: 020 7481 9070 or email: [tony.gregory@imc-seminars.com](mailto:tony.gregory@imc-seminars.com)