



## Fundamentals of Finance One Day Workshop

Tuesday 4 December 2012

***“The best finance course I have ever attended”***  
Course Participant, Bristol

### Who should attend?

Anyone who has financial data or financial responsibilities in their role:

- You might be a team leader, a manager or have a department or project to look after.
- You may be new to management.
- You may receive financial reports and seek a better understanding of what they mean.
- You may just want to brush up on your finance skills.

### How will I benefit?

This intensive one-day workshop will help you to:

- Understand the basic financial reports, phrases and calculations.
- Better relate to the financial aspects or targets related to your job.
- Improve your relationship with your finance department or accountant.
- Use tools and techniques to get more from financial data.
- Approach financial discussions with more confidence.
- Produce a realistic personal action plan which has real relevance back at work.

### What will the workshop cover?

- The profit & Loss, balance sheet and cashflow statements.
- Margin, markup, profitability and the financial business model.
- Understanding management accounts and year end financial accounts.
- Different accountancy roles and functions within organisations and how these can help you.
- Other key financial terms and phrases such as working capital and break even.
- Financial analysis.

### Location

The Red Lion Hotel  
Station Road East  
Whittlesford  
Cambridge  
CB22 4NL

There is easy access by road and rail from in and around Cambridge and ample free parking on site.

### Workshop Format

- This is a practical workshop, with group discussions.
- A Dragons Den format ‘Invest or Not’ piece of analysis to help consolidate knowledge of financial analysis.
- Quick fire quiz of key phrases and terms.
- Discuss with us your key objectives in advance of the course and we will tailor the group discussions on the day to best address your needs.

### Workshop Facilitator

Paul Reid is an engaging and highly practical facilitator. A Chartered Accountant since 1999 with a background in businesses of various shapes and sizes. Delivering courses for diverse organisations from banks to drug discovery companies to charities, Paul’s courses are always lively and interactive.

### Delegate Fee

**£250 + VAT per delegate.**

Inclusive of all delegate materials including handouts, Jargon Buster and a recommended reading list. Morning coffee, buffet lunch and afternoon tea are provided.

### Booking Instructions

- Bookings should be made by emailing [rachel.read@helix-consultancy.com](mailto:rachel.read@helix-consultancy.com) with delegate names and a contact for invoicing.
- Please advise of any specific dietary requirements on booking.
- Joining instructions and a VAT invoice will be sent to you confirming your booking.
- Registration and coffee at 9.00am, Start at 9.30am, Close at 4.30pm.

Tel 01223 691 621  
[www.helix-consultancy.com](http://www.helix-consultancy.com)