

# Understanding and Analysing Financial Information

## Essential skills for effective management decision-making

*Understanding and Analysing Financial Information* aims to equip you with the skills and understanding required to analyse and interpret accounting and financial information.

Assuming no prior knowledge, the program begins with a comprehensive introduction to the topic. It then moves quickly to explain the contextual framework used by financial specialists to give you a clear understanding of the nature of various business transactions. Using a logical, structured approach, you will be introduced to basic accounting methods and concepts and shown how and when to apply them in a range of business situations.

Similarly, you will be led through the key tools and techniques of financial analysis and their relevant application when making typical management decisions, such as regarding resource allocation or performance evaluation. You will acquire the ability to read and interpret corporate balance sheets and operating statements and gain an insight into how business decisions affect them.

And of course, just as you will develop an appreciation of the benefits of using financial analysis in these ways, so will you learn its limitations and potential pitfalls.

## Stimulating, interactive learning

This program will provide you with a stimulating, hands-on learning experience, imparting valuable skills and knowledge with immediate application.

The presenter will employ a highly interactive teaching style designed to involve each participant and reinforce key concepts. Using practical examples and taking a common-sense approach, he will concentrate on providing a thorough understanding of financial information, specifically interpreting and analysing Financial Statements.

A combination of learning methods will be used, including lectures, discussions and group work. The learning environment will be supportive at all times. And you will be given ample opportunity to contribute your own ideas and experience.

"Clear, concise

and entertaining,

which helped the

information sink in."

*2009 feedback*

### Venue

Executive Education Unit

The University of Adelaide  
7th Floor  
10 Pulteney Street  
Adelaide

### Date

Thurs 29 - Fri 30 Oct, 2009

### Time

9am - 5pm  
(Light lunches provided)

### Cost

\$1,250 per person GST-free  
(Group and Earlybird discounts available)

### Customisation

This program can be tailored to meet the needs of your organisation.  
Phone Andrew Stevens  
on (08) 8303 5703

## Increase knowledge, improve performance

The intensive *Understanding and Analysing Financial Information* two-day program is as follows:

### Day 1

- How accountants prepare financial statements and the rules they follow.
- A brief explanation, and the basic preparation, of a simple Balance Sheet and Profit and Loss Statement.
- Various ways of using the Balance Sheet and Profit and Loss Statement and the important relationship between the two.
- Interpreting a Balance Sheet, Profit and Loss Statement and Statement of Cash Flow.
- How to identify and implement strategies to improve items in Financial Statements requiring attention.

### Day 2

- Better decision-making using ratio analysis from a manager's perspective.
- Analysing Financial Statements from a shareholder's perspective using ratio analysis.
- A practical business case-study using a private company's internal Financial Statements.
- A practical business case-study using a public company's Annual Report.

## Who should attend?

The program is designed primarily for managers with no formal accounting qualifications.

It will be extremely valuable for both private and public sector managers who are responsible for the management of a business, a business division or a business unit and need to gain an appreciation of the issues and concepts of analysing financial performance.

## Contact

p : (08) 8303 3268

f : (08) 8303 6140

[amanda.bramwell@adelaide.edu.au](mailto:amanda.bramwell@adelaide.edu.au)

[www.adelaide.edu.au/professions/execed](http://www.adelaide.edu.au/professions/execed)

## Group discounts

The fee for one or two participants is \$1,250 per person. For bookings of three, however, a discounted total fee of \$3,187 is offered – a reduction of 15% per person. And for five, a total fee of \$5,000 is offered – a reduction of 20% per person.

### Earlybird discount

For registrations **with payment** received no later than 28 days prior to commencement of the program, a discount of 10% applies as per the following table:

	1 person	3 people	5 people
<b>Earlybird Fee</b>	<b>\$1,125</b>	<b>\$2,868</b>	<b>\$4,500</b>
<b>Earlybird Saving</b>	<b>\$125</b>	<b>\$319</b>	<b>\$500</b>
<b>Standard Group Fee</b>	<b>\$1,250</b>	<b>\$3,187</b>	<b>\$5,000</b>

Please note that this program is GST-free.

For more information on this or any other MDP Short Course, call Amanda Bramwell on (08) 8303 3268 or e-mail [amanda.bramwell@adelaide.edu.au](mailto:amanda.bramwell@adelaide.edu.au)

## Cancellations and deferrals

If written notification of cancellation or deferral is received no less than three weeks prior to the program start date, the full fee will be refunded. If notification is received between four days and three weeks prior to the program start date, a 25% fee will apply. If notification is received less than four working days prior to the program start date, the full fee will be forfeited.

If the intended participant is unable to attend, a suitable substitute will be accepted right up to the morning of the program with no financial penalty.

## Accommodation (optional)

While this program is non-residential, there are a number of hotels within walking distance should you require accommodation. Please contact Amanda Bramwell through the channels listed below for further information.

## The presenter

**Henry Botha**  
B Com, MBA  
(Capetown), ACA



Henry Botha regularly teaches in Executive Education and has extensive experience consulting to all levels of business and management through his chartered accounting practice. His areas of expertise include financial management, financial planning and feasibility studies.

Henry is a superb teacher with a rare talent for presenting complex information in a straightforward and interesting manner.

*"Henry was outstanding – to hold the group's attention for two whole days is a gift."*

*2009 feedback*

## Registration Form and Tax Invoice Upon completion of this form, including the relevant payment, this form will become a Tax Invoice. ABN 61 249 878 937

# Understanding and Analysing Financial Information: Thurs 29 - Fri 30 October, 2009

**YES I/we would like to strengthen my/our understanding and analysis of financial information.**

Please accept the following registration(s) at this MDP:

Number of people attending:  Amount payable (GST-free): \$

Name:   
title first name last name

Position:

Organisation:

Postal Address:

Postcode:

Phone:  Fax:

E-mail:

My organisation is:  Government  Non-Government

### Method of payment

**Cheque** (please make payable to The University of Adelaide) and forward with a copy of THIS registration form to Amanda Bramwell at the address below.

**Debit my:**  Mastercard  Visa  Amex

Card No.:

Cardholder's Name:

Signature:  Expiry date:

I would prefer not to receive promotional material regarding future programs offered by the Executive Education Unit.

### Now mail or fax to:

**Amanda Bramwell**  
**Executive Education Unit**  
**The University of Adelaide, SA 5005.**  
**Fax: (08) 8303 6140.**