



## Financial Knowledge and Skills for Non-Financial Personnel

HRD Corp Claimable (SBL-Khas)

Accounting and Finance has always been recognized as a very key function in any organization. It provides the basis for information reports to be generated from these records to help managers to make a more informed and effective decision to increase organizational performance.

Accounting and Finance will forever be an extreme asset and vital aspects to one's career and organization success. It is a "NEED TO KNOW" subject matter.

Hence this workshop will help all Non Finance Managers to increase their Performance and Communication effectiveness in their daily Accounting Work through new knowledge acquired.

### Objective

By the end of this program, participants will be able to:

- Enhance their fundamental knowledge and concept of Accounting and Finance in practice
- Be aware of the Accounting Standard and Policies requirements of capturing each and every Accounting transaction
- Understand the various key Accounting and Finance Terms in the accounts and the presentation of the Financial Statements
- Analyse and interpret the content of Financial Statement and identify the areas that are having operating problems, weaknesses and inefficiencies
- Take timely corrective actions to overcome financial weakness and inefficiencies

## Course Requirement

- Stable Internet Connection
- Webcam and Earphones

## Course Outline

### Module 1: Introduction

- Introduction of Accounting and Finance and its various key terms used daily
- The role of Accounting and Finance in business
- Difference between Financial & Management Accounting and Financial Management
- Accounting Standards and Policies
- Accounting Concepts and Equations

### Module 2: Financial Accounting Function

- Accounting Transactions processing and its matching concept
- Difference between Capex and Opex
- Classifications of Opex – by Function and by Nature
- Accruals, Provisions for Payable Expenses, Prepayments, Depreciation & Amortization and Impairment Adjustments

### Module 3: The Components in Financial Statements

- Statement of Total Comprehensive Income
  - Statement of Profit and Loss
  - Statement of Other Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flow
- Reading Cash Flow Statement made easy
- Statement of Change in Equity

### Module 4: Financial Performance Analysis and Interpretation

- Profitability (returns on Sales, Assets Invested, Equity, Investments).
- Liquidity
- Over Trading
- Efficiencies
- Stability

## When & Where

**7 June 2024**  
(Friday)  
9.00 am to 5.00 pm

**Remote Online  
Learning - Zoom**

## Who Should Attend

All Non Financial Managers  
and Professionals

## Training Investment

**RM 650** per participant  
(inclusive of Service Tax,  
Online Course Materials, E-  
Certificate of Attendance)

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## Trainer's Profile

### Tan Kok Tee

Kok Tee has over 40 years of experience in financial, strategic and general management. He has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of this time are spent in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad.

He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries; holds a MBA in Finance from Charles Sturt University, Australia and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA.

He is also a Certified Trainer with PMSB's Train The Trainer Certificate since 2009, a GST Agent registered with MOF and a life member with the Malaysian Institute of Directors.

Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time from 2014 to now. To date, he has conducted about 300 training workshops, of which more than half are for GST related covering including GST Accounting for both in-house as well as public, including Government Authorities, Chamber of Commerce, Government Link Companies, Banks, Malaysian Institute of Accountants, Chartered Institute of Management Accountants, Selangor state Human Resource Development Centre, Negeri Sembilan state Skills Development Centre, NGOs, political party as well as for various other training providers.

He also developed and delivered an Entrepreneurship program (training) specially for MBA students from GC University, Pakistan in collaboration with Sunway Education Group for period 2010 to 2014. He was also an assessor for the UTAR's

NGO strategic planning program and an invited speaker for the Asian Financial Controller's Congress in 2009, 2010 and 2011.

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**Other Programmes [HERE](#)**



### **Contact Us**

**Carriera Academy Sdn Bhd**

Download our company profile [here](#)

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