

Principles of Finance for Administrative Managers

20th January 2017 – London

19th May 2017 – London



Are you required to produce and monitor budgets or forecasts? Are you asked to attend meetings where the finances of the business are shared and discussed? Do you find financial language and terminology mystifying and imposing?

Being a true business partner and supporting your Management Team is a key role of the PA and Administrator. Therefore, being able to understand the finances of your business or department and managing budgets, forecasts or profitability is a common expectation.

Benefits of the Training

Often the skills and knowledge of Finance are avoided due to the mysteries of terminology or volume of numerical spread sheets. However, with some basic knowledge it can become very straightforward to review and analyse financial statements and reports

This knowledge can be put to great use in creating and managing departmental budgets. Being able to interpret Profit and Loss Accounts and Balance Sheets will increase your creditability and overall value to your organisation.



This one day training course is a Unit of IQ/IAM Level 3 Award in Professional PA & Administration Skills. By attending 5 one day courses and completing written assignments, you can achieve this Qualification. This training can also be attended as a standalone training day and delivered inhouse to your team of administrators.

About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We make learning and understanding fun with interactive sessions that use real examples of financial statements and documents.

We offer 2 PA/Admin Qualifications to support your growth and development.

The IQ/IAM Level 3 Award in Professional PA & Administration Skills is made up of 12 one day courses that can be attended as standalone training options. The IQ/IAM Level 4 Certificate in Office & Administration Management is made up of 4 two day courses that can be attended as standalone training options.

About your Trainer

Malcolm Taylor

Malcolm is a highly sought after coach and leadership development specialist. He has gained 20 years business experience in a multitude of roles across the globe.

He combines his business knowledge with a friendly, jargon-free approach to make the difference to your career and life.



Creating the *"Difference that will make the Difference"*
for you, your team and your organisation



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PA & Administration Skills
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What people say about us

"Malcolm has an incredible talent for excellent delivery of the course. His insight, absolute clarity and knowledge are invaluable along with the way he can target the needs of individuals and deliver bespoke individual learning in a group setting. Everyone benefits and gets what they need to grow and learn"

**CF, Local Authority
Team Leader**

"Thank you very much for delivering a thoroughly detailed and well planned course which kept me engaged throughout. Honestly, it was one of the best courses I've attended in some time and it was all down to your execution!"

PA to HNWI, London

"This workshop gave me a great understanding of finance concepts and jargon. I have a new appreciation of financial statements and the importance of budgets and can now better support my management team"

**Events Administrator,
Chamber of Commerce**

www.yourexcellency.co.uk