

Tobacco Control Programme Management Skills Addressed

Budget Planning

Develop and present budgets that are correct and encompass all necessary objectives of a tobacco control programme. Successfully negotiate their approval while all appropriate budget justifications.

Cash Flow Management

Forecast, review, and regulate project cash flows in order to maximise benefits and cut down on inessential programme costs.

Budget Management and Reporting

Analyse performance, monitor variances, and take corrective actions. Prepare budget reports and present them effectively.

Financial Control and Management

Establish solid internal controls, confidently review financial statements, and generate internal and external reports

To register for this course:
www.tobaccofreeunion.org/training

More details on the IMDP website:
www.union-imdp.org

Budget and Financial Management

The Course

The objective of this course is to provide participants with advanced knowledge on budgeting and financial management processes. Participants will also receive training on developing and managing financial reporting systems to apply in their work at national tobacco control programmes. This five-day course will cover the following topics:

- Financial management for program managers working in NGOs
- Budgeting basics: planning, implementation, and control
- Making use of information from accounting records
- Financial monitoring, reporting, and internal control
- Strategic financial sustainability for NGOs

Benefits of Attending

- Explain the uses and functions of budgeting and financial management
- Describe the different types of budgets in public organisations
- Design, develop, and present programme budgets using Excel
- Study how an operating budget is created and managed
- Demonstrate how a cash flow budget is created and used
- Perform a workload analysis
- Identify and practice effective revenue and expenditure estimating techniques
- Recognise the different types of issues related to cost allocation
- Review an operating budget using variance analysis
- Present your budget to decision makers and key stakeholders

Sessions will consist of lectures, group discussions, and exercises. Courses are conducted in English and Spanish with translations available in Arabic, Bahasa, and Mandarin for select countries.

Who Should Attend

Middle-to senior-level managers working in tobacco control who are responsible for management and administrative aspects of tobacco programme implementation from national, provincial, or international NGOs or governmental agencies.