

COURSE BRIEF

COURSE ON BUDGET AND FINANCIAL MANAGEMENT

Name of the course

Budget and Financial Management

Brief background of the course

The objective of this course is to enable participants gain knowledge on budget planning and financial management. Participants will also be equipped with knowledge on budget management and development of financial reporting systems to apply to their work at the national Tobacco control programme of their respective countries.

This course will be for five days specifically designed for financial managers, project managers and senior managers working at the national level in tobacco control programs and from non profit organisations and will cover the following:

- Financial management for NGO's and Budgeting basics: Planning, implementation, budget control
- Financial management for Program managers: Making use for Information from accounting records; internal control; and financial monitoring and reporting
- Strategic financial management for NGO's: Covers issues relating to financial sustainability.

The sessions will consist of lectures, exercises and discussions to strengthen the capacities of managers on issues related to budget planning, budget administrative process, costing, budgeting and financial planning for programmes, disbursements, financial management, financial monitoring, audits, development of financial reporting systems and electronic financial reporting systems.

This course is a series of courses that will be conducted in 2009. They include introductory course on Leadership and General Management followed by advanced courses on Human Resource Development, and Management of Managers.

Who is it for?

Middle and senior level managers working in tobacco control who have responsibilities for management and administrative aspects of tobacco programme implementation. Since the role of the manager covers many skills, it is possible that a range of professionals may have the appropriate and necessary background to undertake the training. Participants could be from national/ provincial/international non-governmental organisations (NGOs) or governmental agencies. Following are some examples of participants' profile:

- Project Leaders, Finance Managers, Project Managers and Grant Managers in private or public sector organizations
- Coordinators, managers or focal points of national and regional tobacco control programmes
- Coordinators and managers of national and regional tobacco control networks, alliances and resource centres

What is in it for me and my organisation?

The participants will be able to strengthen their capacity by gaining in depth knowledge on budgeting; financial planning, management and monitoring; budget administration; costing; disbursements; audits and

financial reporting systems. The participants will also be able to link the financial and administrative aspects to donor funded projects through effective overall project management.

What will I do during the course?

- Individually and as a group learn how to set up budget tables in Excel
- Prepare budgets based on case studies and situations
- Group exercise on workload analysis
- Do individual exercise on preparation of Cash Flow Budget
- Prepare financial reports
- Work in a group on a simulated project
- Develop a work breakdown structure for projects
- Schedule projects by developing a network diagram
- Link budgets to Project management and evaluation

What will I be able to do after participating that I could not do before?

- Learn and understand the functions of Excel and then develop budgets with Excel
- Compare & improvise your current budget practices and with successful international practices
- Do a work load analysis
- Develop cash flow budgets with Excel, direct and indirect costs, budget forecasting and managing budget
- **To budget costs realistically and understand cost drives and issues related to cost allocation.**
- Cash flow analysis and forecasting
- Design effective financial reports and learn reporting techniques
- Plan and schedule projects effectively

Management level definitions:

Supervisors and new managers:

Management, team leaders and supervisors are those who implement organisational strategy at the first line (with up to 3 years of management or supervisory experience)

Middle managers:

Managers are those who contribute to the formulation of organisational strategy and are responsible for its implementation within their departments/functions. This includes departmental and functional heads with people management responsibility, project managers, and experienced managers (with 4 to 7 years of management experience)

Upper-mid managers

Senior executives are those who are responsible for, or participate in, the formulation of organisational strategy and who lead strategy execution. This includes senior functional heads, general managers, regional or area directors, unit/division directors and senior project managers (with more than 8 years of management experience)

Senior and top managers

Strategic organisational leaders, organisational decision makers and thought leaders within their field, who are responsible for the formulation of organizational or programme strategy and who lead organizations at regional, national, and international levels. These include CEOs, Executive Directors, CFOs, other C-functions, presidents, vice presidents, board members, managing directors and international directors.

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