



Executive Assistant
ACADEMY



UNDERSTANDING CORPORATE FINANCE

PROFESSIONAL DEVELOPMENT SERIES

Executive Assistant Academy
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OVERVIEW

If you want to understand the opportunities or challenges facing your organisation and assist your executives to the best of your ability by anticipating their needs, it is essential to know the basics of corporate finance.

From reporting on departmental or divisional business activities to attending strategic planning sessions or even board meetings, the value of your input will be dependent on your knowledge and understanding of basic financial reports.

This interactive one day course will unveil the simple mysteries behind the world of finance and covers all the main financial aspects, concepts and tools used by organisations to enable EAs and PAs to improve their business acumen.

WHO SHOULD ATTEND

- ALL EAs AND PAs WHO NEED TO GAIN A BETTER UNDERSTANDING OF THE FINANCIAL IMPLICATIONS OF THEIR BUSINESS DECISIONS
- ALL EAs AND PAs WHO WANT TO BE ABLE TO BETTER ANTICIPATE THE NEEDS OF THEIR EXECUTIVES BY UNDERSTANDING THEIR FINANCIAL CHALLENGES OR OBJECTIVES

COURSE OBJECTIVES

- READ AND INTERPRET KEY FINANCIAL STATEMENTS
- UNDERSTAND THE FINANCIAL IMPLICATIONS OF BUSINESS DECISIONS
- IMPROVE YOUR FINANCIAL UNDERSTANDING OF YOUR ORGANISATION AND IMPROVE YOUR BUSINESS ACUMEN

COURSE CONTENT

This course covers the key aspects of corporate finance and how these impact a business. Students will work on practical examples of business reports from different types of organisations.

BASIC FINANCE AND ACCOUNTING CONCEPTS:

in this session we look at accounting basics and key terms in accounting

READING AND UNDERSTAND FINANCIAL STATEMENTS:

here we study company balance sheets, profit and loss accounts and cash flow statements and look at how these impact on business

INTERPRET FINANCIAL STATEMENTS:

this session focuses on basic financial ratios and calculating profitability, liquidity and stability

RISK MANAGEMENT AND CORPORATE GOVERNANCE:

in this module we study direct responsibilities and tax law, risk management and the role of internal and external auditors

DURATION

1 DAY

EAN MEMBERS

\$750 PLUS GST

EAN ASSOCIATE MEMBERS

\$995 PLUS GST

NON MEMBERS

\$995 PLUS GST

THE COURSE MODULES COMPRISE OF:

THE ROLE OF FINANCE AND ACCOUNTING IN AN ORGANISATION:

here we examine differing business structures and organisations in Australia, the benefits of mastering financial statements and the role of shareholders, their value to a business and their rights