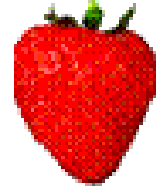


Peacock Training Ltd

A fresh approach tostudent organisations



Students' Union Finance for Non Financial Managers

2 days, non residential - only £245 plus VAT (accommodation available)

Introduction

Having managers and supervisors who fully understand the financial operations of their service and who are constantly looking to improve performance is an essential requirement in these ever more challenging days.

The Peacock Training course '**Finance for non Financial Managers**' is a proven way of raising the skills and knowledge levels of participants. Developed by ex students' union staff, the course has previously been attended by over 600 union people and is the only finance course totally rooted in the world of students' unions.

Course Objectives

- To empower participants to take a greater ownership of the financial performance under their control
- To give them a greater understanding of the financial procedures in their own union
- To enable participants to actively participate in the formulation of their own business plans and the setting of budgets
- To provide guidelines for improving financial performance
- To identify 'good practice' procedures for financial operations
- To illustrate the commonest forms of problems and obstacles for effective financial monitoring
- To provide individuals with a greater understanding of the wider operation of their students' union

Who should attend?

This course is suitable for any manager or supervisor with responsibility for control over financial budgets and who is required to perform to agreed financial targets, or is involved in the development of business plans. The course is also suitable for other staff who are required to have an understanding of the financial affairs of the Union.

Format



Using case studies based on real union examples, course participants take on the role of investigators into the financial failure of the Marie Celeste Students' Union. Who is to blame? - Is it Professor Plum, the Bars and Catering Manager or Colonel Mustard, the Shop Manager? Or could it be Ms Scarlett the clubs and societies coordinator or one of the other managers?

Working in small teams participants work to unravel the mystery using case studies that explore a wide range of the financial affairs of a typical Union, from budgeting and management accounts, to pricing and cash flow. Commercial and membership services activities are both explored with the view of identifying 'good practise' proposals in every area.

Links to own Union

A key feature of the programme is that all the materials are linked to the participants' own Union. Comparisons are constantly made between the host Union and the Marie Celeste Union. 'In house' annual accounts, budgets and management reports are explored and participants have the opportunity to work on their own data.

Comparisons are also made between the host Union and other Unions in the U.K. via the latest data from the AMSU Annual Survey of Students' Unions.

Course Content

Day 1

The need for financial understanding; The annual audited accounts; The balance sheet; fixed and current assets; depreciation; the income and expenditure account; gross profit; ratios; pricing; the cost centre; budgeting; VAT

Day 2

Management accounts; stocktaking and stock holding; performance management; presenting financial information; case studies; action plans

Course costs

The registration fee includes all course tuition and course materials plus refreshments and lunch on both days.

Where participants need residential accommodation this can be arranged at an additional cost

Contact us on info@peacocktraining.co.uk or 01249444661 to register