

# Non-Profit Financial Management (FM1)

## About the Course

Our Non-Profit Financial Management (FM1) course is a practical 3-day course that delivers a step-by-step approach to improve NGO financial management, and has proven to be an effective management tool for greater mission impact. It is an excellent way to build your organisation's capacity to manage resources from international aid and development programmes in a cost-effective and transparent way.

Our patented Colour Accounting methodology takes the confusion out of finance. The brain is better able to distinguish colour than, for example, the abstract concepts of debit and credit, resulting with you having a deeper, faster and more robust understanding of how accounting and finance work. Our participants leave this course fully financially literate and better able to manage programme resources, resulting in more impactful humanitarian action.

### Pre-Course Survey and Access to Online Knowledge Base

#### Day 1

- ✓ Introduction: what finance is really all about
- ✓ Profit and the non-profit world: a different view
- ✓ Understand finance graphically: a step-by-step journey from Accounting to Financial Literacy
- ✓ Understand assets, project expenditure, cash flow and other finance terms intuitively
- ✓ Understand your organisation's or department's finances (results from E-Learning and pre-course work)

In cooperation with:



#### Day 2

- ✓ Planning and understanding expenses, project budgets and commitments
- ✓ What the value cycle means for you: towards financial sustainability
- ✓ Planning income and expenses
- ✓ Preparing Income and Expenditure Statements
- ✓ Reading your Balance Sheet and Profit and Loss Statements
- ✓ The Story behind financial information

#### Day 3

- ✓ Budgeting Best Practice
- ✓ Creating a Value Budget to manage projects better
- ✓ Communicating financial information clearly
- ✓ Summary and Close

### Continued Learning on MzN's E-Learning platform, Teamwork

## What will you learn?

- ✓ **The Basics:** become fully financially literate, learning to read and understand financial information from budget to actual statement and busting the financial jargon
- ✓ **Budgets:** learn to effectively use financial planning as part of your proposal writing and produce a winning budget
- ✓ **Field Accounting and Reporting:** gathering transparent, accountable honest and useful information from the field, for your donors, but also for your own management
- ✓ **Protect Yourself:** learn financial safety and controls to protect you and your colleagues from error and fraud, and learn proper management of cash, stock and other valuable assets

## Our Trainers

Our trainers are equipped with at least 7 years of experience and are experts in financial management and accounting in the international development and aid sector. This not only allows them to teach effectively, but also to adapt the training course to the particular group's needs. Our classes incorporate multiple methods of engagement, including seminar lectures, class discussions, practical exercises and case studies, for full engagement, giving you the tools to replicate the knowledge you gain in your job.



# Non-Profit Financial Management (FM1)

## Post-Course Care

All our courses are supported by extensive post course care and extended learning facilities. Our online learning platform, Teamwork, allows you to keep practicing and developing your skills months after the training course ends. Here you can communicate with fellow participants and your trainer, sharing experiences, problems and information. You can also access the course material, extra readings and resources, and set yourself Tasks and Milestones to encourage the use of new methods and knowledge learned during the course.

*"Immensely grateful for opening my head- I can now comfortably engage with the finance team in a conversation!"*

*- Alvin Munyasia, Oxfam GB HECA"*

## Costs

Being a social enterprise, we realise the importance of value for money and are therefore pleased to offer this course as one of the most cost effective in the sector.

Group Booking + Early Booking Discount	Early Booking Discount	Standard Cost
£600 pp (4 or more people)	£635 pp	£750 pp

## How good is our training really?

How can you be sure that our courses are exactly what we promise you? [See for yourself!](#) We collect comprehensive feedback based on the Kirkpatrick Training Evaluation Model and publish 100% of it, good and bad. You can see video testimonials from our past participants on our website and even download our training feedback report.



- ✓ 92% would recommend MzN Training courses to others
- ✓ 90% said the training course met their expectations
- ✓ 97% felt the trainer was enthusiastic about the course
- ✓ 96% felt that class participation and interaction was encouraged

## How to book?

To book a course or find more information on our courses, including dates and locations, simply visit [www.mzninternational.com](http://www.mzninternational.com) or email us at [training@mzninternational.com](mailto:training@mzninternational.com) and we'll be happy to answer any questions you may have and assist you in finding the best course for you.

*"MzN de - mystified finance in a fun, non- class/lecture style way. The workbook was also unique."*

*- FM1 Participant, Nairobi September 2014*

