



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

Accounting Intelligence: Building Financial Confidence for Professionals

Duration: 5 days

On-Site

Online

01 Who Should Attend

- Procurement and Supply Chain Professionals
- Sales and Marketing Managers
- Administrative Officers
- Engineers and Technical Professionals
- Healthcare Administrators
- Government and Public Sector Officers
- NGO and Development Organization Staff
- Banking and Financial Services Professionals
- New Finance Professionals
- Board Members and Committee Members
- Professionals transitioning into leadership roles



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02 About the Course

The **Accounting for Non-Accountants Training Course** is designed to provide professionals without a formal accounting background with a practical understanding of essential accounting concepts, financial processes, and reporting principles. In today's business environment, managers, entrepreneurs, administrators, and professionals across different functions need basic accounting knowledge to interpret financial information, manage resources effectively, and make informed business decisions.

Key areas covered include the accounting cycle, double-entry accounting, income statements, balance sheets, cash flow statements, financial ratios, budgeting basics, internal controls, and financial decision-making. The course also highlights the importance of financial accuracy, accountability, and ethical financial practices within organizations.

By the end of this training course, participants will have a strong foundation in accounting principles and the ability to use financial information to improve operational efficiency, support strategic decisions, and contribute effectively to organizational success.

04 Module Topics

Module 1: Module One: Fundamentals of Accounting and Accounting Systems

- Significance of Accounting
- Fundamentals of Financial Accounting
- The Double-entry Rule
- Accounting System
- Control Systems and Reconciliations
- Preparation for the Income Statement and Balance Sheet

Module 2: Module Two: Preparing Accounting Statements



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- Forms of Business Entity
- The Format for Accounting Statements
- Depreciation and its calculation
- Amortization and its adjustment
- Inventory Valuation
- Accounting for Sales Taxes and Profit Taxes
- Preparing the Cash Flow Statement

Module 3: Module Three: Accounting Standards and Financial

- Understanding Accounting Standards
- The Importance of Financial Reporting Standards
- The Financial Reports of Listed Public Companies
- Finding Useful Information in the Annual Financial Report
- What are Group Financial Reports?
- Preparing a Simple Group Balance Sheet
- Interpreting the Financial Statements using Common-size Analysis
- Financial Statements Analysis Using Ratios
- Where to Find Published Analysis on Companies

Module 4: Module Four: Management Accounting

- The Role and Purpose of Management Accounting
- Responsibility Accounting
- Cost Classification
- Preparing Product and Service Cost Summaries
- Absorption Costing vs. Activity-Based Costing
- Separating Fixed and Variable Costs
- Break-even Analysis and Applications

Module 5: Module Five: Preparing and Using Budgets



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- ▶ ??? Budgets and Budgetary Control
- ▶ ??? Developing the Annual Budgets
- ▶ ??? The Benefits and Limitations of Budgets
- ▶ ??? Preparing Functional Budgets
- ▶ ??? Preparing a Cash Budget
- ▶ ??? Alternative Budgeting Methods

05 General Notes

- a) This course will be delivered by our experts and professionals in data analysis with vast experience. The workshop will be highly interactive
- b) Training manuals and additional reference materials are provided to the participants.
- c) Upon successful completion of this course, participants will be issued with a certificate.
- d) The training will be conducted by PB Institute of Research and Technology
- e) The training fee covers tuition fees, training materials, lunch and training venue. Accommodation and airport transfer are arranged for our participants upon request.
- f) One-year post-training support Consultation and Coaching provided after the course.
- g) Payment should be sent to our bank account before the start of training and proof of payment sent to. **admin@pbinstituteofresearch.co.ke** and **ogachdaniel@gmail.com**