

## **Book-keeping and finance**

An introduction to financial management for non-financial people

### **Overview**

For those of us who have only ever had to pay our own bills and manage our own bank account, managing the finances of a small business can seem like a daunting task. This enjoyable, accessible and user-friendly introduction to financial management for small businesses will break down some of the mystery of book-keeping and will give you the confidence to manage your business books.

### **Who is it for?**

Ideal for people who are new to running their own business and need an introduction to book-keeping and finance.

### **Outcomes**

At the end of the session participants will:

- understand the basic principles of financial processes for small businesses
- carry out these processes with confidence

### **Format**

This workshop can be delivered over one day or two half-day sessions.

This course is designed for complete beginners



INVESTOR IN PEOPLE