

Administrative and Financial Manager, the job



FT-53 2 Days (14 Hours)

Description

The administrative and financial manager is not only responsible for the good management of the company; he also has an advisory role to Management on budgets, investments and company strategy. This training will give you the keys to assume these different responsibilities.

Who is this training for ?

For whom

Administrative and financial managers of SMEs, chief accountants, management controllers and all executives wishing to broaden their skills in the administrative and financial fields.

Prerequisites

Aucune

Training objectives

- Optimize the process of producing financial statements Carry out a financial analysis of your company Consolidate and deepen your tax and social knowledge Manage the development of budgets Promote a target company

Training program

Améliorer la performance de la fonction financière et administrative

- Comply with legal, administrative and regulatory obligations.
- Optimize the production time of financial statements.
- Improve the account closing process and guarantee its reliability .
- Practical work Review financial statements according to OEC standards.

Approfondir ses connaissances fiscales et sociales

- Secure deadlines and tax calculations.
- Manage the company's main social charges.
- Fiscal zoom: arbitrate between pure holding company and animating holding company.
- Social Zoom: mastering the challenges of the Hardship Prevention Personal Account.

Valider et contrôler les budgets

- Understand the different types of budget: sales, production, supply, investment.
- Prioritize missions and activities, quantify action plans.
- Analyze the differences between forecast and actual elements.
- Propose adjustments and trade-offs.
- Practical work Analyze a budgetary construction.

Analyser la situation financière

- Analyze profitability and profitability: intermediate management balances (SIG).
- Analyze solvency: FRNG, WCR and net cash flow.
- Optimize cash flow through margins and management of financial balance.
- Define the performance indicators most suited to your situation.
- Practical work Carry out the financial analysis of 'a company.

Construire les tableaux de bord de pilotage

- Monitor performance indicators adapted to the company's activities.
- Adapt the dashboard to the needs of the organization and identify action levers.
- Use the dashboard as a management and communication tool.
- Practical work Build a management dashboard.

Investir : valoriser une entreprise cible

- Identify risks and secure the investment decision.
- Conduct a financial audit of the target company.
- Understand the main valuation methods: valuation technique goodwill, abbreviated annuity.
- Practical work Identify information useful for valuing a company.