

Management assistant, the job collects and analyzes accounting and financial data



AS-30 2 Days (14 Hours)



Description

What you need to know to fully assume your role in business management. Participate in the development and monitoring of budgets as well as the construction of dashboards. Acquire key skills to contribute to management effectiveness.

Who is this training for ?

For whom

This training is aimed at management assistants or any person responsible for management control and analytical accounting.

Prerequisites

None.

Training objectives

- Understand the roles, missions and responsibilities of a management assistant
- Master the basics of accounting and the content of annual accounts
- Calculate margins, costs and main accounting and financial ratios
- Develop management dashboards

Training program

Cerner sa mission et ses responsabilités

- Main missions and responsibilities.
- Company management control process.
- Practical work Determine the scope of intervention.

Les principaux schémas d'écriture comptable

- Purchases, sales and cash entries.
- Finance entries.
- Depreciation and provisions entries.
- Practical work Identify the ownership of entries (purchase, sales.).

Lire un bilan et un compte de résultat

- Asset analysis: investments, inventories, cash.
- Liability analysis: equity, debt.
- Expense accounts and products.
- Practical work Analyze financial statements (balance sheet, income statement).

Analyser les équilibres financiers

- Main ratios of financial analysis: financial autonomy, coverage of invested capital, financial balance.
- Other ratios: degree of aging of fixed assets, immediate and relative liquidity ratio.
- The financial structure: assessment, BFR, FR.
- Practical work Assess profitability and solvency from financial statements.

Calculer les marges et les coûts

- Definition: cost price, analytical, charge.
- Calculation of cost costs: cascades and ABC.
- Analysis of direct and indirect charges.
- Practical work Dissociate direct and indirect costs to calculate a cost price.

Maîtriser le processus budgétaire de l'entreprise

- Budget procedure: quarterly or half-yearly budget reframing.
- The different budgets.
- Impact on cash flow management.
- Calculate the variances for decision-making.
- Variance on turnover and variances on expenses.
- Practical work Complete the company's half-yearly budget.
- Optimize cash flow.
- Complete and interpret the variances obtained.
- Identify corrective actions.

Réaliser des tableaux de bord

- The different types of dashboards.
- Selection of essential information.
- Formalization of data.
- Summary report.
- Practical work Select the most relevant indicators to create an effective dashboard.