Management Assistant

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AS-29   2 Days (14 Hours)

Description

The current priorities of the management assistant are oriented towards greater monitoring of management indicators, analysis of the causes of the gaps observed between objectives and achievements. It becomes crucial to provide rapid, reliable and relevant information. This training for management assistants is an opportunity to discuss 'good practices' in management, to take a step back from one's immediate environment, and to collaborate better with the management controller.

Who is this training for ?

For whom

Management assistant, immediate collaborator of management controllers and cost accounting managers. Operational services management correspondent. Assistant to managers, financial directors and operational managers having to establish or interpret management documents

Prerequisites

None.

Training objectives

- Understand business management data
- Interpret and use vocabulary specific to management control
- Contribute to the development of the budget and the monitoring of key indicators
- Assist financial and management control services

Training program

Lire un bilan et un compte de résultat

- The main items in the balance sheet.
- The main items in the income statement.
- Depreciation, provisions and end-of-year adjustments.

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We are at your disposal : De Lun - Ven 09h00-18h00

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Comprendre le calcul des coûts et des marges

- The different types of costs: direct, indirect, variable, fixed.
- The different calculation methods: full or partial cost.

Participer à l'élaboration du budget et au suivi des activités

- Understand the budgetary process and how budgets are structured.
- Collect hypotheses and useful information to forecast the budget for your unit's expenses.
- Identify and analyze budget gaps.

Préparer le tableau de bord de son unité

- Collect information to populate the dashboard.
- Present the data for quick reading.