

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

FINANCE FOR PAs & ADMINISTRATORS

★ COURSE OVERVIEW

Do you sometimes feel that you have been thrown in at the deep end when it comes to the financial aspects of your duties, without the background and the knowledge to understand what to do and how to do it effectively?

Do you feel that if someone just showed you how to do it properly, and answered some of your questions, it would relieve stress, increase efficiency and minimise risk for you and your organisation?

If so, AstroTech offers a training programme covering the following key topics:

STRENGTHEN YOUR ALL-ROUND FINANCIAL KNOW-HOW

- Understanding the Big Picture: what are companies designed to do, what is your company trying to achieve, and how do you fit into the overall strategy?
- Translate common financial jargon into simple English
- Obtain an overview of financial statements and reports, and an understanding of their underlying concepts, jargon and objectives

DEVELOP YOUR BUDGETING EXPERTISE

- Plan, research and compile realistic budgets for your projects and events
- Super spreadsheet suggestions: building budgets and financial models
- Design and present expenditure motivations for maximum approvability
- Manage budgets for successful outcomes
- Develop your budgeting expertise to better support your manager and team

TAKE CHARGE OF MANAGING COSTS AND EXPENSES

- Make sense of expense claims
- Manage your department's petty cash
- Justify payments to suppliers by proficient reconciliations
- Negotiate Service Level agreements with all your service providers
- Standard requirements for valid financial documents
- Prevent possible fraud by recognizing suspicious signs



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Personal Assistants and secretaries who want to enhance their financial understanding
- Office Managers and team leaders who need to improve their financial knowledge
- Office administrators looking to take a more active role in their team
- Entry-level graduates with little or no financial experience in the business world, and
- Any other administrative staff with financial duties

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Manage your basic financial responsibilities from a position of strength and knowledge
- Understand the bigger picture of how a company's finances are managed
- Multi-task by taking on relevant and necessary financial functions
- Implement improved procedures for managing risk in your organisation
- Be trusted to forecast and run your own budgets for projects and events
- Achieve your own career growth goals by increasing your overall value to your employer

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

➤ PAYMENTS:

Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course

COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course

Absent delegates are charged for.

➤ POSTPONEMENTS:

POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.

A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

➤ CANCELLATIONS:

CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

➤ PRESENTERS:

Should it be necessary, AstroTech Training reserves the right to substitute the presenter.

➤ VENUE:

If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

➤ COMMUNICATION

When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.

➤ DISCLAIMER

AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.