



NGO FINANCIAL MANAGEMENT TRAINING WORKSHOP

Getting the financial management basics right and helping NGOs do more with their money.



**SIGELEGE
BEACH RESORT**
Salima - Malawi

**6-9
MAY
2025**

REGISTRATIONS FEES
K1,950,000
VAT EXCLUSIVE

**FROM
8:30
TILL 4PM**

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PURPOSE

Financial management is the lifeblood of an organization. Everyone working to achieve an NGO's objectives has an important role to play in ensuring effective and proper use of financial resources. However, basic financial management skills are often lacking and financial management too often gets side-lined during program implementation.

This course is designed to strengthen the financial management skills and confidence of NGO staff to:

- integrate good financial management systems into operations management
- Manage and control financial resources more efficiently and effectively.

TARGET AUDIENCE

This course is primarily aimed at all staff in NGOs who are involved in program implementation and/or the management and control of financial resources.

It is designed specifically for:

- non-financial officers and managers who want to improve practice in financial planning, control and reporting program and project managers and officers
- Finance officers interested in developing their financial management skills and knowledge to improve finance systems and support for program staff.

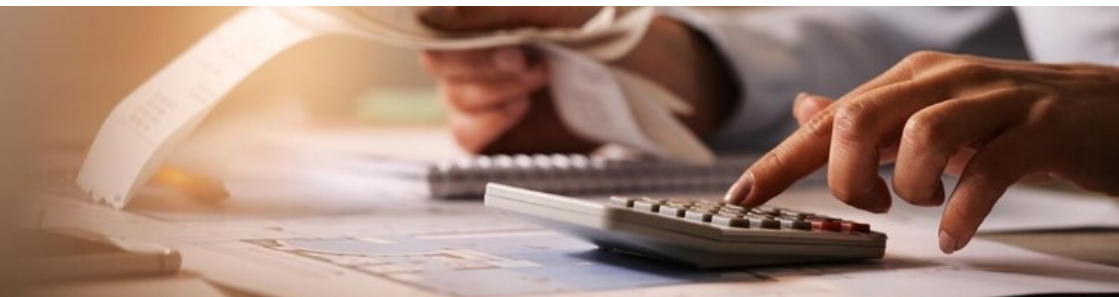
Previous financial management experience or training is not a requirement for this course. We recommend that you read this course outline carefully to make sure the content is relevant and meets your learning requirements. If you have any questions please do contact us.

COURSE CONTENT

The final balance of course content will be decided by those attending the course, according to their interests and training needs. Please see the last page below for a Program Guide.

THE CORE COMPONENTS INCLUDE:

- The 'what, why and who' of financial management for NGOs
- How to achieve good practice in financial management - key principles and frameworks
- Building and using effective budgets - including project and donor budgets, and cash flow forecasts.
- Which accounting records you should keep in your NGO - and why?
- Budgeting and accounting for central support ('core') costs
- Demystifying the Balance Sheet - how to make sense of annual financial statements
- Monitoring and controlling budgets - preparing and using budget comparison reports
- Reporting to donors - how to meet donors requirements
- Safeguarding our assets - internal control systems and procedures
- Managing the audit process



LEARNING OUTCOMES

At the end of the course, participants will be able:

To do:

- Build project, donor and consolidated budgets using the activity-based budgeting technique
- Prepare and use a simple cash flow forecast
- Prepare and reconcile an analyzed cashbook
- Prepare and use a simple financial monitoring report
- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in their NGO's internal control systems³

To know:

- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and program staff
- Explain the importance of budgets in planning, control and decision-making
- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports

To feel:

- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO.

TRAINING APPROACH

Pan African Learning and Growth Network's training approach is highly practical, participatory and often fun! We focus on real issues and help participants to use the techniques covered, rather than just discuss them. We work hard to de-mystify financial concepts to overcome the fear of finance. We work with small groups to meet the needs of individual participants. We use a variety of learning methods to stimulate interest and meet differing learning styles of participants - including illustrated presentations, group exercises and discussions, case studies and practical problem-solving activities.

Our courses are supported by extensive materials for participants to take away and apply after the course. We also offer a free follow-up service by email, phone or online to all PALGNET trainees.

COURSE OUTLINE

Key Principles and Concepts of Financial Management

- What is Financial Management?
- Why is it important for NGOs?
- Structure and governance of NGOs
- Good practice systems: Seven Principles and Four Building Blocks of financial management
- Finance Health Check
- Systems design techniques

Financial Planning

- Financial planning process
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets

Accounting Records

- Which records should you keep?
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook 4
- Financial Management Essentials for NGOs
- Bank reconciliation
- Procurement - steps, people and paperwork

Financial Monitoring

- Financial information - who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

Internal Control Systems

- The Four internal Control Actions
- Corrupt practices
- The role of audit
- Dealing with fraud
- The Finance Manual



CERTIFICATES

On completion of the training a PALGNET Certificate of Attendance will be awarded to delegates.