



(MC) FINANCE FOR NON-FINANCIAL MANAGERS AND EXECUTIVES

OCTOBER 26-27, 2022 | 9.00AM – 5.00PM | REMOTE ONLINE LEARNING VIA ZOOM

OBJECTIVES

- Enrich the fundamental knowledge and concept of Accounting and Finance in practice
- Informed of the Accounting Standard and Policies requirements in used.
- Master the documentation control in transaction processing.
- Strengthening the knowledge of various key Accounting and Financial Terms used in the Accounts and Financial Statements.
- Translate the content of the Financial Statement into management information for decision making.

CONTENTS

- Introduction of Accounting and Finance and its various key terms use daily
- Financial Accounting Function
- Accounting Transactions processing and its matching concept for internal control.
- Difference between Capex and Opex.
- Classifications of Opex – by Function and by Nature
- Accruals, Provisions for Payable expenses, Prepayments, Depreciation & Amortization and Impairment adjustments
- Reading and understanding the different components in Financial Statements
- Statement of Total Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flow
- Statement of Change in Equity
- Management Accounting Function

WHO SHOULD ATTEND?

All Non-Financial Managers, Executives, Professionals and Personnel.

For further enquiries, please contact:

Siti Nazihah / Azrini

FMM Institute

Selangor & Kuala Lumpur Branch

Tel: 03-55692950 / 4171 / 4471 Fax: 03-55694346

Email: siti_nazihah@fmm.org.my / azrini@fmm.org.my

Visit us at: www.fmm.edu.my / www.fmm.org.my

Date : October 26-27, 2022

Time : 9.00am – 5.00pm

Venue : Remote Online Learning via Zoom

Fees : FMM Members – RM 1,060 per participant

Non-Members – RM 1,272 per participant

(inclusive of 6% service tax)

(Fees include course materials and Certificate of Attendance)

Each participant must have their own, individual equipment for online meeting with strong internet connection.

FACILITATOR

Mr Tan Kok Tee has 40 years of working experience in financial, strategic and general management field. He has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of these time are spend in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is a fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries (M) and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009, a GST Agent registered with MOF and Holder of the GST MyGCAP certificate from RMCD. Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time starting from 2014. To-date he had conducted about 400 training workshops throughout Malaysia (more than 10,000 participants) on topics on GST; SST; Practical Accounting for Accounting Staffs; Reading, Analysing and Interpreting Financial Statement.

REGISTRATION FORM

(MC) FINANCE FOR NON-FINANCIAL MANAGERS AND EXECUTIVES

OCTOBER 26-27, 2022 (WEDNESDAY-THURSDAY)

REMOTE ONLINE LEARNING VIA ZOOM

FMM Institute Selangor (SST No: W10-1901-32000105 | CO ID: 475427W_SELANGOR)

Email: siti_nazihah@fmm.org.my / azrini@fmm.org.my

Tel: 03-55692950/4471/4171

Please register the following participant(s) for the above programme:

1. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

2. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

3. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming **from HRD Corp** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No **5-62106-64719-2**

Submitted by:

Name: _____ Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____