



# 4-Day Training on “Financial Management” 10-13 April, 2017



Community World Service Asia is a regional organization implementing humanitarian and development initiatives throughout Asia since 1954. We aim to address factors that divide people by promoting inclusiveness, shared values, diversity, and interdependence. Respecting the right to choose how to live, we work with marginalized communities in order for them to overcome inequality and lead peaceful, dignified and resilient lives. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and resources at the national, regional, and global levels. Our organization demonstrates clear ownership towards partner CSO's through the provision of various skill trainings and workshops. We aim to strengthen institutions and improve their efficiency.

### Training Overview

Proper understanding and application of financial concepts is becoming essential in the non-profit sector, as donor agencies increasingly prefer organizations that have good financial management systems in place. This training is specifically designed to strengthen the financial management skills of participants belonging to small-scale organizations, by equipping them with knowledge and skills to help them utilize financial management tools with efficiency and effectiveness. The training will impart specific skills on the fundamentals of financial management, developing effective financial policies and internal controls, streamlining accounting system as per organizational policies, preparing budgets, preparing financial reports as per the donor requirements, as well as facilitating audits to ensure transparency.

### Target Audience

This 4-day training session is suitable for CSO and NGO workers of all levels, particularly those from small-scale organizations. This 4-day intensive training caters to both finance and program personnel.

### Language

Proficiency in Urdu is required with a minimum understanding of English to comprehend some technical terminologies; however, the medium of instruction will be Urdu.

### Course Contents

The training will cover the following objectives and contents:

#### ***Develop***

- Project and consolidated budgets using the activity-based budgeting techniques
- Simple cash flow forecasts and learn how to use them
- Knowledge regarding the importance of financial policies and procedures
- Simple financial monitoring reports

#### ***Understand***

- The financial management roles and responsibilities of board members, managers, finance team, and program staff
- The importance of budgets in planning, control, and decision-making
- The key components and language of accounting system
- The concept of reconciliation and analysis of books of accounts
- The link between budgets, accounting records, and financial reports

#### **Attain**

- A sample set of financial policy guidelines and procedures needed for a NGO, which will help the participating organizations to strengthen their financial systems

#### **About the Trainer**

**Nazar Abbas Naqvi** is a financial management expert & Trainer with more than 18 years of experience working in the development sector for strengthening financial management capacity, including expenditure management, budget analysis, planning and policy, capacity building, and institutional strengthening. He has worked on international donor funded programmes, including USAID, DFID, Asian Development Bank, European Commission and the World Bank. He has delivered extensive capacity trainings on financial management to public sector staff, Civil Societies Organizations and NGOs across various regions of Pakistan and abroad.

#### **Details**

This training will take place from April 10-13, 2017 from 9:00 a.m. to 5:00 p.m. daily in Mirpurkhas. (Venue details will be communicated to confirmed participants)

The organizations are responsible to cover travel costs of their participants. A registration fee of RS. 10,000/- is required, and covers the cost of food and accommodation.

Special scholarships are available for those organizations that send two or more females to attend the training.

30% early-bird discount will be given to applications received by April 1<sup>st</sup>, 2017, whereas the final deadline for applications is April 06<sup>th</sup>, 2017. Please be assured that incomplete applications will not be entertained.

#### **Contact Information**

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#### **Disclaimer**

Community World Service Asia will not be held liable for any damage, loss, illness, injuries, or death that may occur during the course of the training or travel to and from the training venue.