

Course : Management control for service companies

Practical course - 2d - 14h00 - Ref. QKM
Price : 1540 CHF E.T.

This training course will enable you to acquire the relevant management tools for better control of your service business, and to set up appropriate cost accounting and budgeting techniques.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Know the missions of a management controller for service activities
- ✓ Set up a cost accounting system
- ✓ Visibility into business profitability and company performance
- ✓ Drawing up and managing a budget

Intended audience

Executive assistants, accountants, management controllers, administrative managers, department or service managers.

Prerequisites

Basic accounting knowledge.

Practical details

Exercise

Individual or group practical exercises. Dashboard creation.

Course schedule

1 Understanding management control in a service company

- Understand the accounting specificities of service companies compared to industrial companies.
- Master the company's legal and tax framework.
- Identify the documents required for management control and know how to interpret them.
- Understand the principles and aims of management control.

Case study

Transition from an accounting balance sheet to a financial balance sheet.

PARTICIPANTS

Executive assistants, accountants, management controllers, administrative managers, department or service managers.

PREREQUISITES

Basic accounting knowledge.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Control costs

- Understand the service company's production cycle: by order, by customer, by period, etc.
- Determine the perimeters of a profit center and a cost center.
- Allocate sales and costs by profit center.
- Define analytical sections.
- Select and implement appropriate methods: full costing, direct costing, etc.
- Distinguish between fixed and variable costs and define a break-even point.
- Use operational leverage.
- Optimize margins in a competitive environment.

Case study

Analysis of full costs and break-even points.

3 Analyze business profitability and balance sheet equilibrium

- Interpret intermediate management balances (IMB): value added, EBITDA, operating income, etc.
- Measure cash flow.
- Draw up and analyze a cash flow statement.
- Calculate and interpret various ratios (turnover, solvency, etc.).
- Control financial balances (FR, WCR, ratios, cash flow statement, etc.).

Exercise

Calcul et interprétation de différents ratios. Création de tableaux de bord.

4 Applying budgeting techniques in a service company

- Draw up a budget (sales, costs, overheads, etc.).
- Budget control and variance analysis.
- Corporate cash management: forecasting and control.

Case study

Budget control simulation.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 1 June, 15 Oct., 26 Nov.