

Course : Accounting for non-accountants

Practical course - 2d - 14h00 - Ref. TPM

Price : 1310 € E.T.

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This course will enable you to master the essential principles of general and cost accounting and relate them to your company's situation. You'll understand the importance of the different types of accounting and how to use them to better control the activities of your departments.

Teaching objectives

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

- Distinguishing and understanding accounting systems
- Finding your way around general accounting
- Understanding cost accounting to calculate costs

Intended audience

Managers, organizers, buyers, auditors.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Theoretical input and practical exercises. Case studies and feedback.

Course schedule

PARTICIPANTS

Managers, organizers, buyers, auditors.

PREREQUISITES

No special knowledge required.

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.

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.

1 The challenges of corporate accounting

- Accounting and finance in business life.
- Challenges and limitations of current management control and economic value models.
- Major cost categories: general, analytical and budgetary accounting approaches.
- Basic concepts and definitions of financial reporting. Areas and principles.
- Budgeting process, cost accounting and general accounting.

Case study

Discussion of a real-life case study of an SME in the training sector.
Presentation of financial dashboards for an SME.

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.

2 General accounting essentials

- Economic flows. Accounting objectives.
- Tools: chart of accounts, accounting treatment of depreciation and provisions.
- Lessons learned from analysis of accounting tools. Summary documents.
- Intermediate operating totals: margin, EBITDA, added value.
- Appropriate use of ratios: profitability, financial structure, activity, cash flow.
- The main balance sheet items: working capital, working capital requirements, cash and cash flow.
- Reading and interpreting financial analyses.
- Accounting and financial auditing.

Case study

Analysis of accounting documents (general ledger, trial balance, etc.).

3 Cost accounting and cost calculation

- Determining cost centers: expense breakdown, common expenses and their allocation, profit centers.
- Allocation of income and expenses by activity.
- Cost categories: fixed/variable, direct/indirect, ABC, ABM. TCO.
- The role of management control: definition and objectives of BSC, proposed indicators for the financial axis.

Exercise

Costing of different products.

Dates and locations

REMOTE CLASS

2026: 2 Apr., 4 June, 17 Sep., 14 Dec.

PARIS LA DÉFENSE

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