

Course : Administrative and Financial Manager, the job

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

Price : 1540 CHF E.T.

The administrative and financial manager is not only the guarantor of the company's sound management; he or she also advises management on budgets, investments and company strategy. This training course will give you the keys to assuming these different responsibilities.

Teaching objectives

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

- ✓ Optimize the financial statement production process
- ✓ Effectuer une analyse financière de son entreprise
- ✓ Consolidate and deepen your tax and social security knowledge
- ✓ Piloter l'élaboration des budgets
- ✓ Adding value to a target company

Intended audience

Administrative and financial managers in SMEs, chief accountants, management controllers and all executives wishing to broaden their administrative and financial skills.

Prerequisites

Good knowledge of general accounting.

Practical details

Teaching methods

Theoretical input and practical exercises, case studies.

Course schedule

PARTICIPANTS

Administrative and financial managers in SMEs, chief accountants, management controllers and all executives wishing to broaden their administrative and financial skills.

PREREQUISITES

Good knowledge of general accounting.

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.

1 Improving the performance of the finance and administration function

- Comply with legal, administrative and regulatory obligations.
- Optimize financial statement production times.
- Improve the accounts closing process and guarantee its reliability.

Hands-on work

Review financial statements according to OEC standards.

2 Enhance your tax and social security knowledge

- Secure due dates and tax calculations.
- Manage the company's main social charges.
- Tax focus: choosing between pure and animated holding companies.
- Social focus: mastering the challenges of the Compte Personnel Prévention Pénibilité.

3 Validate and control budgets

- Understand the different types of budget: sales, production, supply, investment...
- Prioritize missions and activities, cost action plans.
- Analyze variances between forecast and actual data.
- Suggest adjustments and trade-offs.

Hands-on work

Analyze budget construction.

4 Analyze the financial situation

- Analyze profitability and profitability: intermediate management balances (IMB).
- Analyze solvency: FRNG, WCR and net cash.
- Optimizing cash flow through margins and managing financial equilibrium.
- Define the performance indicators best suited to your situation.

Hands-on work

Carry out a financial analysis of a company.

5 Building management dashboards

- Monitor performance indicators adapted to the company's activities.
- Adapt the dashboard to the organization's needs and identify action levers.
- Use the dashboard as a management and communication tool.

Hands-on work

Build a management dashboard.

6 Investing: adding value to a target company

- Identify risks and secure your investment decision.
- Conduct a financial audit of the target company.
- Understand the main valuation methods: goodwill technique, short annuity, etc.

Hands-on work

Identify information useful for valuing a company.

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: 19 Mar., 1 June, 24 Sep.