



**THE UNITED REPUBLIC OF TANZANIA**  
**INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**FINANCIAL MANAGEMENT AND BUDGETING FOR NON**  
**FINANCE PROFESSIONALS**

(20<sup>th</sup> – 24<sup>th</sup> May 2019 - IAA Arusha Campus, Arusha)

**1.0 COURSE BACKGROUND**

This course is designed to equip participants with skills and knowledge tools required in financial management, budgeting and reporting to enhance your financial acumen, decision-making and business strategy management effectiveness. The course is meant for non-finance staff and managers in CSOs, private companies, and government.

**2.0 COURSE OBJECTIVES**

By the end of the course participants will be able to:

- Describe and apply basic terms in financial management and budgeting
- Explain basic principles of financial management and reporting
- Describe and apply internal controls and compliance mechanism in organizational finance management
- Describe the requirements in producing financial reports
- Interpret and understand financial reports and relate them to budgets

**3.0 COURSE CONTENTS**

- Overview of basic financial management and reporting
- Overview of budgeting and budget management
- Guiding principles for effective financial management and reporting
- Ethics, internal controls and compliance in financial management
- Tools, methods and practices for effective financial reporting

**4.0 TARGET PARTICIPANTS**

This training is intended for Heads of Institutions and other non-finance staff and managers in CSOs, private companies, and government whose job roles include interaction with or providing oversight and leadership to financial professionals in the organisation, hence require basic knowledge of financial and budget issues.

## 5.0 METHODOLOGY

Teaching methodology will include power point presentations, case studies, group discussions, videos, and practical experiences from participants.

## 6.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,500,000/=** (say **One Million Five and Hundred Thousand only**) per participant to cover for tuition fee, training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

## 7.0 DATE, DURATION AND VENUE:

This course will be conducted from **20<sup>th</sup> – 24<sup>th</sup> May 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

## 8.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

### Course Director

Mr. Issa Makongoro E-mail: [imakongoro@iaa.ac.tz](mailto:imakongoro@iaa.ac.tz)  
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### Head of Department – Consultancy & Executive Development

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### Course Administrator

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## APPLY TO:

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