XCELERATE TRAINING INSTITUTE

your learning & development partner

ACCOUNTING & FINANCE

Skills for Budget Analyst Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 Jan 2027	Live online	Online (live)	€1,200
8 – 12 Feb 2027	London	Classroom	€5,500
12 – 16 Jul 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/skills-for-budget-analyst-training-course-2/

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Skills for Budget Analyst Training Course

Introduction

Budgeting is a critical component of financial planning in both the public and private sectors. In the public sector, budgets impact nearly every citizen and form the foundation of government fiscal policy, guiding future development expenditures. In the private sector, budgeting is equally important for businesses of all sizes, ensuring alignment with strategic plans and continuous financial health.

Learning Objectives

The Budget Analyst Certification Course aims to:

- Emphasize the importance of budget preparation.
- Critically review assumptions in budget preparation.
- Understand different types of budgets and their appropriate usage.
- Learn to prepare budgets from scratch.
- Differentiate between capital and revenue expenditures.
- Project various types of expenditures.
- Estimate working capital needs.
- Compare actual results with budgeted figures and conduct variance analysis.
- Understand sources of finance and their utilization based on cost of capital.
- Obtain an overview of financial statements and management reports for performance evaluation.
- Understand ratio, horizontal, and vertical analytical concepts.
- Prepare forward plans based on interim quarterly and half-yearly results.
- Recognize the benefits of an efficient ERP system.

Training Methodology

This course includes:

- Lectures
- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises Xcelerate Training Institute follows the ‘Do-Review-Learn-Apply’ model for effective and interactive learning.

Benefits for Your Organisation

Organizations will benefit from:

- Accurately estimating fund requirements and sources.
- Smartly allocating funds among various departments and divisions.
- Maintaining a balance between fund inflows and outflows for healthy liquidity.
- Evaluating financial statements and measuring performance against budgets and historical figures.

- Understanding budget components with clear distinctions between revenue and capital expenditures.
- Recognizing cost behavior for better analysis and identifying cost-cutting areas.

Benefits for You

Participants will gain:

- Key accounting concepts for budgetary planning.
- Skills to differentiate between cash and accrual accounting.
- Ability to prepare budgets and forward plans based on sound assumptions.
- Expertise in building integrated financial models, including cash flow forecasts.
- Thorough understanding of cost behavior and variance analyses.
- Knowledge of working capital components and reducing operating cycles.
- Skills to evaluate financial reports and understand information flow within statements.
- Capability to report on KPIs and variance analysis to senior management.
- Understanding of proper budget preparation processes.
- Participation in budget preparation committees.
- Alignment of planning processes with overall fiscal policies and strategic plans.
- Understanding of various budget types and selecting the most suitable one for the organization.

Who Should Attend

This course is ideal for:

- Budgeting and planning personnel
- Revenue department personnel
- Chief Executives
- Financial Controllers
- Departmental Managers
- Internal Auditors
- Data Analysts
- Risk Officers

Course Outline

Introduction to Budgeting and Financial Statements

- Planning and Budgeting Concepts
- Budget Methodologies
- Risk, Uncertainties, and Assumptions
- Sensitivity Analysis

Different Approaches to Preparing Budgets

- Preparation of Master Budget
- Fixed vs. Flexible Budgets
- Quarterly Reviews

- Forward Planning
- Budget vs. Actual Comparison
- Zero-Based Budgets

Budget Preparation

- Accounting Conventions
- Accounting Policies
- Revenue Recognition
- Cash vs. Accrual Accounting
- International Accounting Standards (IAS)
- International Public Sector Accounting Standards (IPSAS)
- WorldCom/Enron Scandals

Financial Modelling

- Components of Financial Reports
- Balance Sheet
- Profit & Loss Statement
- Statement of Cash Flow
- Statement of Changes in Equity
- Accompanying Notes to the Accounts

Controlling and Analyzing Budgets

- Market Trends and Analysis
- Ratio Analysis
- Vertical and Horizontal Balance Sheet & P&L Statements
- Variance Analysis (Price, Quantity, Mix Variance)

Cost Accounting

- Total Absorption Costing
- Marginal Costing
- Contribution Margin
- Break-even Analysis
- Sensitivity Analysis

Sources of Finance

- Equity and Debt Financing
- Gearing Ratios
- Cost of Capital
- Weighted Average Cost of Capital
- Decisions Regarding Dividend Payments

Working Capital Control

- Inventory Control
- Accounts Receivable

- Accounts Payable
- Reconciliation of Sub-ledgers
- Other Current Assets & Liabilities
- Tax and Deferred Taxation

Public Sector Development/Capex

- Capital Investment Appraisal
- Return on Investment
- Payback Period
- Net Present Value
- Internal Rate of Return
- Public/Private Partnership Projects

Enterprise Resource Planning (ERP)

- Sales
- Bill of Material
- Material Management
- Procurement
- Production
- Integration with General Ledger

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Registration Form

Skills for Budget Analyst Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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☐ Please invoice me ☐ Please invoice my company

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