



London TDM

# **Administration and Office Management Training Courses**

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 18 January 2026 To 22 January 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course, "Financial Basics for Office Administrators," is designed to equip office administrators with fundamental financial skills necessary for effectively managing financial tasks within an organization. Participants will gain practical knowledge in budgeting, financial reporting, and financial analysis, empowering them to support their teams more efficiently.

- Understand basic financial terminology and concepts.
- Learn how to create and manage budgets.
- Gain skills in interpreting financial statements and reports.
- Develop the ability to conduct basic financial analysis.
- Improve accuracy in financial record-keeping and reporting.

## Course Outlines

### Day 1: Introduction to Financial Concepts

- Overview of Key Financial Terms
- Understanding the Role of Finance in Business
- Introduction to the Accounting Cycle
- Exploring Different Types of Financial Statements
- Basic Financial Principles and Their Importance

### Day 2: Budgeting and Forecasting

- Steps for Creating a Simple Budget
- Methods for Effective Budget Monitoring
- Introduction to Financial Forecasting
- Common Budgeting Challenges and Solutions
- Use of Spreadsheet Tools for Budget Creation

### Day 3: Understanding Financial Statements

- Components of the Balance Sheet
- Analyzing the Income Statement
- Cash Flow Statement Essentials
- Interpreting Key Financial Ratios
- Using Financial Statements for Decision Making

### Day 4: Financial Analysis Techniques

- Introduction to Financial Analysis
- Conducting a Basic Profitability Analysis
- Understanding Cost-Volume-Profit Analysis
- Liquidity and Solvency Assessment
- Trend Analysis for Financial Health

### Day 5: Financial Record-Keeping and Reporting

- Best Practices in Financial Record-Keeping
- Tools and Software for Financial Management
- Preparing Accurate Financial Reports
- Ensuring Compliance with Financial Regulations
- Final Assessment and Q&A Session