

DIRECTORS ASSOCIATION

2025

DIRECTOR

FINANCE

TRAINING

GUIDE

Presented By :
FINANCE & THE BOARDROOM

Purpose



The Director Finance Training Programme is designed to equip directors with the essential knowledge and skills to understand and engage with financial aspects of their organisation. This program aims to demystify financial concepts, enhance financial literacy, and enable directors to contribute effectively to boardroom discussions, evaluate business performance, and make informed strategic decisions. The focus is on practical, board-level financial oversight rather than technical accounting or operational finance.

Objectives



- **Bridge Knowledge Gaps:** Provide a clear understanding of financial terminology, statements, and boardroom metrics.
- **Focus on Oversight:** Emphasise the director's role in financial governance, risk management, and strategic decision-making, rather than day-to-day financial operations.
- **Practical and Strategic:** Usable financial concepts linked to relevant board responsibilities.
- **Tailored for Directors:** Designed for professionals from diverse backgrounds (e.g., marketing, operations, HR, accounting) who need to understand the financial implications of their decisions at boardroom level.

Director Finance Training Modules

The Director Finance Training Programme Modules aim to: Provide clarity on the depth and scope of the course content.

Core Topic

Introduction to Accounting: Understanding the Fundamentals of Accounting

Content

Textbook Reading: Decipher The Language of Business - An Accounting Study

Additional Reading: Company Director's Interpretation to Finance

Core Topic

Introduction to Finance and The Boardroom - A guide on how and where the director interacts with finance across the boardroom activities.

- Financial Responsibility
- Financial Curiosity
- Engaging with Financial Matters
- Developing Financial Understanding
- Positive Financial Outlook

Content

Director's Legal Financial Responsibility

- Companies Act
- Case Law
- IFRS
- Corporate Governance Principles

Core Topic

Board responsibility to oversee Internal controls - addressing The Companies Act.

Content

Designing, Maintaining and Distributing Policies and Procedures

- Revenue and Receipts Business Process
- Purchases and Payments Business Process
- Salaries and Wages Business Process
- Inventory and Production Business Process.

Core Topic**Annual Report Breakdown and Financial Analysis****Content**

- Key financial ratios (e.g., profitability, liquidity, leverage, activity)
- Benchmarking performance.
- Identifying red flags in financial reports (e.g., cash flow issues, high debt levels).
- Non-financial KPIs and their link to financial outcomes.

Core Topic**Decision Making Theory****Content**

- Behavioural Finance
- Economic Theory and The Board
- Contributing beyond the Finance Perspective

Exam Scope

EXAM FORMAT

The exam will be comprised of 1 session for a duration of 2 hours with a total of 120 questions. The pass mark will be 75%. Open book.

EXAM RESULTS POLICIES

Candidates will be assigned one of two grades for their exam: pass or fail. Candidates will not be allowed to rewrite parts of their exams in order to change a failing grade to a passing one. They will, however, be encouraged to retake the exam during the the next exam window (or at another appropriate time).

EXAM PREPARATION

Candidates should attend all class sessions as well as read the prescribed textbook and slides.

EXAM SCOPE

All course content will be tested.