

MODULES	TOPICS	TIME
<b>1. Financial Planning and Control</b> Includes financial accountability, who does what; the rules for income and expenditure; budgeting and accounting for resources consumed not cash spent; behaviour expected of public servants.	Government funding framework	15 mins
	Capital and resource expenditure	10 mins
	Financial accountability	30 mins
	Value for money	10 mins
	Corporate governance	10 mins
	Risk analysis and management	30 mins
		<b>1hr 45m</b>
<b>2. Resource Based Management 1</b> Includes how resource based management is more suitable for the public sector by using public value for money not shareholder profitability.	Resource based management and accruals	15 mins
	Accounting for capital expenditure	10 mins
	Implications of resource accounting and budgeting	5 mins
<b>3. Resource Based Management 2</b> Includes financial reporting and the format of Resource Accounts; managing assets and liabilities; depreciation.	An overview of resource accounts	10 mins
	Examining operating costs and balance sheets	15 mins
	Resource based management technology	10 mins
	Accounting for assets	15 mins
<b>4. Strategic and Business Planning</b> Includes reform in public service; difference between strategies, business and operational plans; key steps in effective business planning.	Business modelling	15 mins
	Strategic and business planning	20 mins
<b>5. Budget Management</b> Includes links between budgeting and business planning; different methods of budget preparation; behavioural issues around budgeting; forecasting; accurate costing.	Budget issues, monitoring and forecasting	30 mins
	Cost behaviour	15 mins
<b>6. Performance Indicators</b> Includes performance management; the how and why of indicators to help manage service delivery.	Performance management	20 mins
	Analytical techniques	30 mins
<b>7. Market Economics</b> Includes key economic functions of Government; key economic decisions; supply and demand; elasticity; market failure and regulation.	Market economics	30 mins
<b>8. Investment Appraisal and Evaluation</b> Includes appraisal and evaluation; cost benefit analysis; risk and uncertainty.	Investment appraisal and evaluation	50 mins
<b>9. Interpretation of Accounts</b> Includes how to read and analyse the accounts; the needs of stakeholders in interpreting financial statements.	Interpretation of accounts	30 mins
<b>10. Corporate Finance</b> Includes understanding of why companies raise finance; the main alternative sources of finance; key differences between debt & equity finance; purpose of credit ratings.	Corporate finance	45 mins
<b>TOTAL TIME</b>		<b>7 hrs 50 m</b>

# Understanding finance:

more important than ever before.



Finance Skills For All – it's the way to do your job better, help your career and be more valuable. For all staff, no matter your job title, it's the fastest, easiest, most credible and recognised way to get the finance skills you need to work in government.

## what's it for?

It's the financial training programme developed for government by government to improve the finance skills of civil servants. Imagine how much better the Civil Service would operate if all of us understood finance. It's not just about how those skills would make us better at spending money, but how much better they'd make us at handling all the costs of running our organisations. Because even if we're not in charge of budgets we're often in charge of things that cost money.

## who is it for?

It's for all staff. If all of us have the financial training that fits our job and responsibilities and we make better decisions, the benefits it will have for us, our organisations and the tax payer are unarguable. That's why there are different parts to **Finance Skills For All**, so you can do the training that's most suitable for you. There's the essential, baseline training for everyone no matter what your job title is, and then there's the more advanced training for people that work in the finance function, are at Grade 7 or are in the SCS, or others who want to take their learning further.

## how it's split

**Finance Skills For All** is made up of three parts:

### Foundation level

free online e-learning and the baseline training for everyone. It's interactive, straightforward and easy to use. Made up of 10 modules and you can choose the ones most relevant to you. Accessible from work or home, you can stop and start as you go along. It all fits around you. See the table overleaf for information on what's covered in each module including topics and a guide to completion times.

### Intermediate level

delivered and tailored by Departments; it is more advanced and the next step for: people working in the finance function (with and without finance qualifications); for all Grade 7 and above who are expected to be fluent in finance; and anyone else that wants more in depth finance training.

### Masterclass level (optional)

provided from 2010 on a Department basis and tailored accordingly; it will form the most advanced and next step for: professionally qualified finance staff and members of the SCS.

Created for government by government and supported by AAT. Register now, it's instant and free – go to:

**[nationalschool.gov.uk/financeskillsforall](http://nationalschool.gov.uk/financeskillsforall)**

