



**NIPAM**  
NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT

## SHORT COURSE

# Finance for Non-Financial Managers

# NIPAM



# Finance for Non-Financial Managers

The field of finance is broad and dynamic. Finance directly affects everyone's life, whether you are an individual or organisation. Basic principles of finance can be applied in business organisations of different types. Many of these principles are applicable to an individual personal financial life.

A basic understanding of finance will benefit most adults by enabling them to make better personal financial decisions. For those who work in non-financial positions will benefit by being able to understand basic financial concepts, reading and interpreting financial statements, which will assist in making informed financial decisions. It will additionally enable them to interact effectively with the firm's financial staff, processes, and procedures.

## Course Learning Outcomes

By the end of the course, participants should be able to:

- Explain/define the basic finance/accounting terms
- Compile business unit, household or own financial statements
- Analyse the entity's financial performance using ratios
- Distinguish the budget cycle of the Government
- Able to compile own unit's and personal budgets
- Able to cost a project

## Course Content

The content covered are as follows:

Unit 1: Introduction to Finance

Unit 2: Financial Literacy for Non-Financial Managers

Unit 3: Financial Statements

Unit 4: Interpretation and Analysis of Financial Statements

Unit 5: Budget and Control



## Dates

5 - 9 February 2018

## Venue

NIPAM Campus, Windhoek, Khomas Region, Namibia

## Who should attend

This course is principally meant for non-financial functional managers and other professionals with limited knowledge of finance in the Namibian Public Sector (Offices, Ministries, Agencies, Regional Councils, Local Authorities and Public Enterprises). These should be in positions to manage and run their own business units, divisions and section's budgets and participates in the organization's budget preparations

## Duration

This course is offered on a regular basis at NIPAM through face to face facilitation over a period of five days.

## Cost


N\$ 5, 200 per person (for participation and learning materials only)

## Contact Details

Mr. Katgole Ipinge  
Manager: Business Development  
Tel: 061 296 4798  
E-mail: [kipinge@nipam.na](mailto:kipinge@nipam.na)

Ms. Ester Paulus  
Manager: Communications  
Tel: 061 296 4801  
E-mail: [epaulus@nipam.na](mailto:epaulus@nipam.na)





# Facilitator's profile

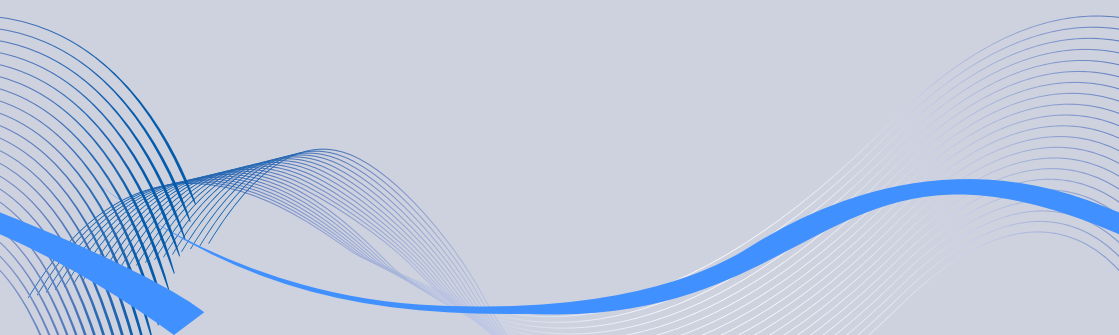
## Mr. Joubert Tawana

Joubert Tawana is a Senior Consultant at NIPAM in the State Owned Enterprises Business Centre. He holds a Master of Business Leadership (MBL) degree from UNISA's Graduate School of Business Leadership. He also holds a Bachelor of Economics degree from University of Namibia.

Before Joining NIPAM, he was a Senior Financial Analyst at NAMFISA and before that he worked for the Bank of Namibia as a Financial Analyst/ Bank Examiner for more than six years. He joined the Bank of Namibia from Standard Bank Namibia where he held different roles at management level. Joubert also worked as a Senior Accountant and Economist at the Namibia Institute of Pathology and in the public sector, respectively.

For a period of two years he lectured Corporate Governance and Risk Management on a part time basis at the University of Namibia. At the same time he was also a part time lecturer at the Institute of Bankers Namibia.

Overall, Mr. Tawana has an accumulated experience of more than twelve years working in the financial sector, of which half was in the regulatory environment (supervision of commercial banks and pension funds)





**NIPAM**  
NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT