



# FINANCIAL MANAGEMENT in CONSTRUCTION INDUSTRY

industry-best-practice for construction companies

CIDB

[www.zohlgroupp.com](http://www.zohlgroupp.com)

**COURSE CODE:** NT-ENT-03

**LEVEL:** Basic to Intermediate

**LANGUAGE:** Bahasa & English

## INTRODUCTION

Good financial management is essential in the building industry, no matter how big or small your business. It is important to take a 'hands-on' approach to financial management. While your bookkeeper or an accountant can set up systems and produce reports, as the owner of the business you must be able to read and interpret them, and you should understand how your decisions impact on the financial condition of your business. Managing your cash is vital to ensuring a secure future, both for you and your business. Without proper financial planning and monitoring, your business is unlikely to be successful. In order to maintain a viable business you need to have access to key financial information to help you estimate and forecast current and future cash flow, as well as control expenditure.

## OBJECTIVES

If you are a manager with little or just working knowledge of finance and accounts, or you need to analyze financial reports, prepare a budget or to conduct a discussion with the finance people – this course is for you. Register for this training to learn how to use financial management skills to budget and make effective informed business decisions to fuel your department or organization performance.

## COURSE DURATION

2 days (9am—5pm) | Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm **Note:** Please contact our office for Training Date or visit our website for details

## METHODOLOGY

The course will be interactive and practical with learning methods to suit every kind of learning preference. There will be activities in groups and pairs as well as individual exercises and everyone will get an opportunity to discuss their work challenges in a supportive environment. There will also be opportunity to practice assertive communication skills through role play and to present a presentation towards the end of the program.

## TARGET AUDIENCE

Those for whom finance is not a significant part of their responsibility, but who will benefit from understanding it in more depth. They will be from all departments in the company including:

- Anyone working on a project who needs to understand key financial concepts, and improve forecasting and cost management skills
- Those who are new to project team wanting a refresher
- Project Cost Controllers who want to create and manage their budgets more effectively
- Site Supervisors who want to know more about cost management and projects
- Operation Managers who want to understand financial statements
- Senior Management, especially, project managers facing financial decisions or expect to make a contribution to a wider project planning process.

## LOCATION

Mindset Discovery Center™@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Bandar Sri Damansara, Kuala Lumpur (other Regions please contact our office)

## COURSE CONTENT

### MODULE 1: ACCOUNTING & FINANCE LANGUAGE

- What is Accounting and Finance | Why is accounting important
- Understand accounting transaction flow
- Essential accounting standards and regulations
- How to translate your daily activities in financial terms
- How to read an income statement
- How to read and use a balance sheet
- How to read The Cash Flow Statement

### MODULE 2: ANALYZING FINANCIAL REPORTS

- What information can you get from financial reports
- Using ratios to interpret the financial reports
  - Financial & operating ratios
  - Liquidity ratios, Profitability Ratios, Return on Capital ratio
- Differences between published accounts and management accounts
- Causes and early warnings of financial distress

### MODULE 3: MAXIMIZING PROFIT: ANALYZING COSTS AND SETTING UP PRICES

- Calculation of costs
  - Different types of costs: Fixed and variable costs, direct and indirect
- How to treat overhead costs: Review of various methods, including Activity Based Costing
- Margins and Breakeven | How to set a price
- How to assess price changes, discounts, promotions beforehand and after

### MODULE 4: CASH FLOW MANAGEMENT

- How to manage and control the Cash Flow
- Difference between profit and cash. Why 'Cash' is King?
- Understanding and controlling the areas that affect cash flow:
  - Equity capital and loans
  - Sales, Accounts Receivable and Payables
  - Stock management
  - Working capital: identify and manage

### MODULE 5: WHY AN EFFECTIVE BUDGET IS KEY TO DRIVING YOUR BUSINESS

- How to build a simple forecasting tool to plan ahead
  - Where to find the data
- Different types of budgets – how to link your organization goals to a yearly budget
- How to integrate actuals in a forecast
- What is a better form of budgeting? Top down or bottom up?
- How to manage budget reviews
- How to communicate and work with the finance department to get meaningful numbers

### MODULE 6: HOW TO USE THE NUMBERS TO DRIVE YOUR BUSINESS AND APPRAISE YOUR INVESTMENT DECISIONS

- Profitability calculation: Making sure a big project is worth undertaking
- What is a capital expenditure | The cost of capital
- Understand Investment appraisal: payback period, ROI
  - Risks involved? | Alternative investments to compare with?
- How to set up financial dashboards (Balanced Scorecard)
  - Determine key indicators
- How to use monthly accounting numbers

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: [plbk@zohlgroupp.com](mailto:plbk@zohlgroupp.com)





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**INVESTMENT**

**KUALA LUMPUR**

With Green Card: RM500.00 per person  
Without Green Card: RM600.00 per person

**SEMENANJUNG (other than KL)**

With Green Card: RM600.00 per person  
Without Green Card: RM700.00 per person

**SABAH & SARAWAK**

With Green Card: RM700.00 per person  
Without Green Card: RM800.00 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

**CERTIFICATE**

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

**CIDB CCD Points (Pending Approval from CIDB)**

Requested: 20 (for CIDB-Registered Companies)

**REGISTRATION METHOD**

1. **Online:** [http://zohlgroup.com/cidb\\_registration/](http://zohlgroup.com/cidb_registration/) **OR**
2. Download this brochure at: <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

**FACILITATOR**



**Noraini Bt Hj Mohd Nor** - Chartered Accountant | Member of Malaysian Institute of Accountant (MIA) (Member No: CA39610). She graduated from UUM in 1995 with a degree in Accounting. She has extensive experience in Accounting and Financial Management spanning over 20 years.

She has experience in providing training services to entrepreneurs and various clients including:

- MARA Wilayah (PUSMA)
- MARA Selangor - Sepang
- FAMA - Kuala Lumpur
- Institut Keusahawanan Negara (Insken)
- Maktab Koperasi Malaysia (MKM) – Petaling Jaya
- Jabatan Pertanian Klang
- SME Corporation Malaysia – Yayasan Inovasi Malaysia

Some of the courses she conducted include:

- Bookkeeping for Small Business
- Cash Flow Management
- Bookkeeping and Costing for Small Business
- Costing and Pricing Methodology
- Financial Management for Entrepreneurs

**\*Note:**

1. Trainer availability is subject to change
2. Course Content subject to change

**REGISTRATION FORM**

Participant : \_\_\_\_\_

Position : \_\_\_\_\_

IC No: \_\_\_\_\_

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

**PAYMENT**

**CASH:** RM \_\_\_\_\_ **OR**

**CHEQUE** No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [plbk@zohlgroup.com](mailto:plbk@zohlgroup.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

**Note:**

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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