



# ACCA Diploma in Financial Management

## Overview:

If you're like most middle or senior managers that work in non-accounting roles, chances are you will have some kind of financial responsibility – whether it's managing budgets, cost centres or interpreting financial statements.

So why not differentiate yourself from most middle or senior managers in non-accounting roles and gain the practical knowledge and skills you need to become comfortable and confident when dealing with financial matters?

ACCA's Diploma in Financial Management will provide you with the confidence you will need to participate in financial discussions and decision making and add value to your CV.

The Diploma aims to achieve a level of practical understanding that is genuinely useful in the workplace by covering a range of key areas, including how to interpret financial statements, plan, manage and measure performance using budgets and other financial techniques, make financial decisions, manage financial risk, and develop an understanding of corporate governance.

## Course Structure:

The Diploma programme has a modular design for convenience of study and to enable you to progress smoothly from basic principles to more strategic issues. Each module covers two subject areas:

Module A	Module B
1. Interpretation of Financial Statements	3. Financial Strategy
2. Performance Management	4. Risk Management

## EXAMS

Each of the two modules will be assessed via a 3-hour examination and a project. ACCA offers 160 examination centres worldwide, and sessions are held twice a year in June and December. One or both examinations can be taken at one sitting.

The examination for each module covers the two subject areas in that module and is assessed via a combination of multiple choice and written questions. Like the examination, the project is also based on the subject areas covered by the module, but it can be completed in the student's own time and submitted to ACCA for marking, prior to examination sessions in June and December.

Both the examination and the project must be successfully completed in order to achieve an overall pass in the module.

On successfully passing both modules, you will receive a certificate and the entitlement to use the letters DipFM after your name.

## Entry Requirements:

The minimum entry requirement for the Diploma is a recognised degree, higher national certificate/diploma or a non-accounting professional qualification.

Individuals who do not hold these qualifications may be admitted on the basis of their work experience. In these circumstances, you should be able to demonstrate, with an employer's reference, that the Diploma will be relevant to your work. If you are self-employed, a reference from an accountant, solicitor/attorney or bank manager will be required.

## Details:

<b>REGISTRATION DEADLINE:</b>	11 <sup>th</sup> December 2009
<b>START DATE</b>	January 2010
<b>DURATION</b>	One year
<b>DAYS OF CLASSES</b>	Tuesdays & Thursdays (5:30 pm to 8:30 pm)
<b>VENUE:</b>	Arthur Lok Jack GSB Campus – Uriah Butler Highway North West, Mt Hope
<b>EXAMINATION</b>	June & December
<b>COST</b>	500.00 Registration fee (non-refundable) \$10,000.00 - 50% GATE FUNDED - \$5,000.00 <b>Citizens of Trinidad &amp; Tobago</b> pays \$5,000.00 With GATE Application
<b>METHOD of PAYMENT:</b>	Cash, manager's cheque, company cheque, credit card, linx. No personal cheques accepted

## ACCA FEES

<b>Subscription</b>	£ 57.00 (N.B. This is an annual fee)
<b>Registration</b>	£ 251.00
<b>Exam &amp; Project</b>	£ <u>272.00</u> (£136.00 per module)
	£ <u>580.00</u>

N.B. All ACCA fees are to be handled by the participant. Participants are to liaise with ACCA on all matters pertaining to ACCA fees, please be informed that the ACCA fees are subject to change.

## GATE

- ❖ Gate will apply to citizens of Trinidad and Tobago completing the **ENTIRE** Diploma in Financial Management Programme with full tuition.
- ❖ Copies of:
  - Birth certificate and national ID or passport must be provided.
  - Completed and signed application form
  - Job letter showing at least 3 years employment in Trinidad & Tobago

**Prerequisite to qualify for GATE:**

- ❖ Must be a national of Trinidad & Tobago
- ❖ Must have resided in Trinidad & Tobago for at least 5 consecutive years
- ❖ Must **NOT** be enrolled in any other state funded programme

**Note:** GATE only applies if you meet the above stipulations AND Gate does not cover books and ACCA fees. GATE will only cover 50% of tuition fees.

**Contact Information:**

**Shadeed** ext 131; **Avalaughn** ext 343; **Indira** ext 136

- ❖ **Phone #** - 645-6700 or 662-9895
- ❖ **Fax #** - 868-662-1411
- ❖ **Email** – intlprog@gsb.tt
- ❖ **Web Site** – [www.gsb.tt](http://www.gsb.tt)

## Training Schedule for Module A Cohort 17:- Jan to June 2010

### January 2010

Tuesday	Thursday	Saturday
12 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	14 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	16 <sup>th</sup> 8.00 am – 11.00 am (WR)
19 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	21 <sup>st</sup> 5.30 pm – 8.30 pm (KR)	
26 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	28 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	

### February 2010

Tuesday	Thursday	Saturday
2 <sup>nd</sup> 5.30 pm – 8.30 pm (WR)	4 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	6 <sup>th</sup> 8.00 am – 11.00 am (KR)
9 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	11 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
23 <sup>rd</sup> 5.30 pm – 8.30 pm (WR)	25 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	

### March 2010

Tuesday	Thursday	Saturday
02 <sup>nd</sup> 5.30 pm – 8.30 pm (WR)	4 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	6 <sup>th</sup> 8.00am – 11.00am (WR)
9 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	11 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
16 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	18 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
23 <sup>rd</sup> 5.30 pm – 8.30 pm (WR)	25 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
30 <sup>th</sup> 5.30 pm – 8.30 pm (WR)		

### April 2010

Tuesday	Thursday	Saturday
6 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	8 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	10 <sup>th</sup> 8.00am – 11.00am (KR)
13 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	15 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
20 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	22 <sup>nd</sup> 5.30 pm – 8.30 pm (KR)	
27 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	29 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	

### May 2010

Tuesday	Thursday	Saturday
4 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	6 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
11 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	13 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
18 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	20 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	
25 <sup>th</sup> 5.30 pm – 8.30 pm (WR)	27 <sup>th</sup> 5.30 pm – 8.30 pm (KR)	

Walter Rochester – Performance Management – Paper 11  
 Keith Robinson – Interpretation of Financial Statements – Paper 1

**Please note:** These dates are subject to change based on public holidays and uncontrollable circumstances. All students will be notified of any such changes prior to the actual class date. This schedule applies to both cohorts.

## Outlines of Modules

### 1. INTERPRETATION OF FINANCIAL STATEMENTS

**AIM:** The overall aim of this paper is for candidates to understand and interpret the financial statements produced by organisations for external users. Candidates should develop an understanding of the regulatory framework in which these statements are prepared and of the principles and methods which underlie their preparation.

**OBJECTIVES:** On completion of this paper candidates should be able to:

- describe the role and function of external financial reports and identify their users and the regulatory framework in which they are prepared
- explain the accounting concepts and conventions present in generally accepted accounting practice
- explain, supported by simple computations, the presentation, measurement and meaning of the primary financial statements and their contents
- describe the informational role of the constituent parts of a corporate annual report usually presented in addition to the primary financial statements
- compute, interpret and appraise financial performance, financial position and adaptability as revealed by financial statement analysis, particularly by the use of financial and accounting ratios.

### 2. PERFORMANCE MANAGEMENT

**AIM:** To develop a good understanding of the knowledge required and techniques available to enable managers to measure and manage business performance within their organisation. Financial and non-financial measures of performance are included in this paper.

**OBJECTIVES:** On completion of this paper candidates should be able to:

- understand how performance measures should be linked to overall organisation strategy
- prepare budgets and use them to control and evaluate organisational performance
- identify and apply techniques that aid decision-making to maximise financial performance
- identify and implement appropriate costing systems and business control systems
- identify and apply techniques to evaluate decisions in relation to costing, pricing, product range, marketing strategy, purchasing and production strategies
- identify and apply non-financial performance measures, and understand the inter-relationships between different performance measures
- understand the behavioural and organisational consequences of using performance measurement and performance management techniques

- identify and apply techniques for evaluating the performance of divisions
- identify and understand issues that may cause performance to fall short of expectations, such as actions of competitors, labour disputes, supply problems, foreign exchange movements and late payment.

### 3. FINANCIAL STRATEGY

**AIM:** To develop an understanding of the role of financial strategy in the investment, finance and resource allocation decisions within an organisation.

**OBJECTIVES:** On completion of this paper, candidates should be able to:

- explain the role and nature of financial strategy and its relationship to shareholder value
- identify the main elements of investment appraisal
- evaluate long-term decision opportunities through the use of appropriate techniques
- identify and evaluate the major sources of finance available to an organisation
- explain the role of capital markets in raising finance
- discuss the main methods of managing working capital and analyse working capital policies
- evaluate the motives for, and financial implications of, mergers and acquisitions
- discuss the impact of taxation and inflation on financial strategy decisions.

### 4. RISK MANAGEMENT

**AIM:** To achieve a sound appreciation of the theoretical and practical aspects of corporate governance, and to develop an understanding of the main theories and frameworks associated with the management of both financial and non-financial risk.

**OBJECTIVES:** On completion of this paper, candidates should be able to:

- explain the drivers behind an organisation's appetite and consequent policy for managing risk
- identify the main types of financial risk and evaluate the mechanisms available for managing exposure to them
- discuss the various tools and techniques for identifying, measuring and communicating risk
- discuss the importance of internal control in the management of risk
- describe the various frameworks and codes enshrining good governance practice
- explain the role of individuals and committees in implementing and reporting on good governance.

Please complete in **BLOCK LETTERS**

Contacts: 645-6700 x 131 / 136

Form #	↑
Cohort #	↓

**SECTION 1 - Personal Data**

shaded / Avalaughn / Indira

**Name:** Surname ..... First Name ..... Other: .....

**Date of Birth** ..... / ..... / .....  
DD MM YR

Sex: M  F

**Job Title:** .....

**Organisation:** .....

**Work address:** .....

**Work Tel:** ..... **Home Tel:** ..... **Mobile Tel:** .....

**Fax:** ..... **Preferred E-mail:** .....

Communications with students done through e-mail

**SECTION 2 - Qualifications**

Certifications	Institution	Date Awarded
(Other Qualifications)		

**SECTION 3 - Authorization**

*Individuals who do not meet the entry qualifications may be admitted on the basis of their work experience with an employer's reference and must be 23 years or older*

Name: ..... Company: ..... Date: ..... Signature: .....	Company Stamp
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**SECTION 4 - Modules applied for (please tick accordingly)**

Module A	Module B
<input type="checkbox"/> Interpretation of Financial Statements	<input type="checkbox"/> Financial Strategy
<input type="checkbox"/> Performance Management	<input type="checkbox"/> Risk Management

**SECTION 5 - Terms & Conditions**

**N.B. A non-refundable registration fee of TT\$500.00 applies to all successful applicants**

Please be advised that participants withdrawing from the programme within 4 days of its commencement will incur a 20% administrative fee. Withdrawing after commencement of the programme - incurs a 20% administrative fee as well as cost of classes attended.

**If you agree to the above terms and conditions and attest that all other information filled out as being true and correct please sign below.**

.....

Print Name                      Signature                      Date

**For further information or clarification please contact:**  
**Shadeed / Avalaughn / Indira** at 645-6700 ext 131/343/136 or email at: [intlprog@gsb.tt](mailto:intlprog@gsb.tt)

## Checklist for registration in ACCA Diploma in Financial Management.

- 3 copies of birth paper **AND** Trinidad & Tobago passport **OR** national ID card
- Job Letter or CV showing employment in Trinidad & Tobago for the last 3 years
- 2 passport size photographs
- 2 Copies of degree **OR**
- 2 copies of the letter of recommendation for persons using the practical experience route (PER):  
*from a Certified Accountant or Lawyer or a letter of recommendation from employer.*
- Bank draft in the amount of £308.00 payable to ACCA - [ACCA registration & Subscription]
  - o *please note exam & project fees can be paid in two parts of £136.00 per semester*
- Registration fee of \$500.00 (non refundable)
- Payment in the amount of \$5000.00ttd payable to Arthur Lok Jack Graduate School of Business (cash, credit card, linx, bank draft – no personal cheques)
- ACCA registration form filled out
- Gate application form filled out
- GSB registration form filled out

**Please note:**

**Registration forms will only be accepted with supporting documents, no one will be allowed to attend classes unless ALL forms and documents are delivered to the business school by the deadline date.**