



Executive Certificate in Finance for HR Professionals

This course is tailored specifically for middle and senior HR management staff, equipping them with essential finance knowledge and skills to handle daily tasks and ad hoc projects.

Through **interactive lectures** and **real-life case studies**, participants will gain a comprehensive understanding of **key financial concepts** and **how to apply them in their roles**. The course will also emphasise the importance of **collaboration and communication between HR and finance departments**, highlighting the **significant impact that finance knowledge can have on HR decision-making**.

Learning Outcomes

- Understand the basics of finance and accounting terminology
- Analyse financial statements and make informed decisions based on financial data
- Manage budgets and financial planning for HR projects
- Communicate and collaborate effectively with finance teams

Trainer

Mr Frenda So

A member of the Chartered Institute of Management Accountants (CIMA), the Hong Kong Institute of Certified Public Accountants (HKICPA) and the Chartered Association of Certified Accountants (ACCA). He is also the Chartered Secretary and Chartered Governance Professional of the Hong Kong Chartered Governance Institute (HKCGI) and the Chartered Governance Institute (CGI UK & Ireland).

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 **15 July 2024 (Monday), 9:30am – 5:30pm**
 CPD hours: 7

 **Cantonese (with English materials)**

 **HKIHRM**
 Units 1810-15, 18/F, Millennium City 2,
 378 Kwun Tong Road, Kwun Tong, Kowloon
 (3-minute walk from Ngau Tau Kok MTR station exit A)



Regular Fee

Member

HK\$3,000

Non-member

HK\$4,000

Early Bird Offer* **HK\$2,700** **HK\$3,700**

HKIHRM Members: Buy 1 Get 1 FREE*

*Only if enrolment & payment received by 17 June 2024. This offer cannot be used with HKIHRM e-voucher and other discounts.



To qualify for the course certificate, participants are required to fulfil **ALL** of the requirements below:

- Attend 100% of the workshop
- Complete in-class exercises and achieve a PASS mark in the post-workshop quiz ****Participants are required to bring their own smartphones, laptops with Microsoft system and pre-installed MS Excel and MS Word (2019 or higher version) and PDF reader to the class****



1. Introduction to Finance and Accounting

This theme will provide HR professionals with a strong foundation in finance and accounting, allowing them to better understand the financial aspects of their role. With this knowledge, they will be able to effectively analyse financial statements and identify key financial indicators that impact their decisions.

- Definition and importance of finance in business
- Key financial terms and concepts
- Basic financial statements and their components
- Case study: Analysing financial statements and identifying key financial indicators
- Importance of finance knowledge for HR professionals in understanding and utilising financial data

2. Financial Analysis and Decision Making

By learning techniques for analysing financial data and interpreting financial ratios, HR professionals will be able to make informed decisions based on financial data. This will help them understand the financial implications of their decisions and make sound choices for their projects.

- Techniques for analysing financial data
- Interpreting financial ratios and their implications
- Cost-benefit analysis and decision making
- Case study: Making financial decisions based on data analysis
- The impact of finance knowledge on HR professionals in making informed decisions

3. Budgeting and Financial Planning

Budgeting is a crucial aspect of HR projects, and this theme will equip HR professionals with the skills to create and manage budgets effectively. They will also learn how to forecast and mitigate financial risks, ensuring that their projects stay within budget.

- The budgeting process and its importance
- Creating and managing budgets for HR projects
- Forecasting and managing financial risks
- Case study: Preparing a budget for a new HR initiative
- The significance of finance knowledge for HR professionals in budgeting and managing financial risks

4. Collaboration with Finance Teams

Collaboration and communication with finance teams is essential for HR professionals, as they often work together on projects. With a solid understanding of finance, HR professionals will be better equipped to work with finance teams and resolve any financial issues that may arise.

- The role of finance in HR projects
- Effective communication and collaboration with finance teams
- Identifying and resolving financial issues
- Case study: Working with finance teams to manage financial challenges in HR projects.
- The importance of collaboration between HR and finance departments, and how finance knowledge can aid HR professionals in effectively managing financial issues