Finance and Accounting for Office Administrators and Secretaries

Finance & Budgeting

Course Overview

Finance and Accounting for Office Administrators and Secretaries: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Finance and Accounting for Office Administrators and Secretaries
- Apply practical tools and techniques for Finance and Accounting for Office Administrators and Secretaries in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Finance and Accounting for Office Administrators and Secretaries in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Finance managers, accountants, analysts, budget holders and professionals responsible for financial planning, control or reporting.

Course Outline

1. Foundations of Finance and Accounting for Office Administrators and Secretaries: principles, terminology and context
2. The business case: why Finance and Accounting for Office Administrators and Secretaries matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Cape Town	**$1,550**
16 to 20 Nov 2026	Lusaka	**$1,550**
23 to 27 Nov 2026	Maputo	**$1,550**

7 to 11 Dec 2026	Johannesburg	**$1,450**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.