

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)
14 to 18 Sep 2026	Dar es Salaam	\$1,395
21 to 25 Sep 2026	Online	\$700
5 to 9 Oct 2026	Pretoria	\$1,395

12 to 16 Oct 2026	Gaborone	\$1,550
26 to 30 Oct 2026	Kigali	\$1,550
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

LTC Consultants

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltccconsultants.net | ltccconsultant.co.za

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