



working in partnership with



**AGAR Development Partners
Consulting**

Course description

Course title	FMD Pro 1: Financial Management for Development Professionals
Duration	5 days
Group size	Maximum: 20
Overview	<p>This course is perfect for NGO staff involved in programme planning, implementation and support. It covers all the skills needed to set up strong finance systems and procedures, create project budgets, keep basic accounts, and prepare and read financial reports.</p> <p>During the course you will learn everything you need to sit the FMD Pro 1 certification examination on the final day.</p>
Target audience	<p>This course is primarily aimed at staff in small to medium-sized NGOs who are involved in programme implementation and/or the management and control of financial resources.</p> <p>It is designed specifically for:</p> <ul style="list-style-type: none"> • non-financial officers and managers who want to improve practice in financial planning, control and reporting; • finance officers interested in developing their financial management skills and knowledge to improve finance systems and support for program staff. <p>Previous financial management experience or training is not a requirement for this course.</p>
Learning Outcome	By the end of the workshop, you will be able to:

	<ul style="list-style-type: none"> • Describe key tools and concepts which help an organization achieve good practice in financial management • Build and use effective budgets, including project and donor budgets and cash flow forecasts • Explain which accounting records we need to keep and why • Describe the key processes and methods used to keep accounting records • Use financial reports to monitor project performance and identify actions to keep project finances on track • Explain how internal controls protect NGO assets and minimize the risk and impact of fraud and errors • Assess the strengths and weaknesses of your NGO's financial management system
<p>Certification</p>	<p>FMD Pro 1 is a new financial management certification program for project and program staff working in the development sector. To take the FMD Pro 1 certification exam on the final day of the workshop, you will need to bring a laptop with the ability to connect to Wi-Fi.</p>
<p>How to sign up</p>	<p>Contact the Registration Team at info@agarconsult.org for more information.</p>