

Duration: 1 hour

Course level: Introductory

Delivery method: Online

Introduction

Once a budget has been prepared and approved, it needs careful monitoring and management. All businesses can benefit from better financial control, which in turn should lead to greater profitability.

Managing Your Budget will help employees look after an existing budget, check budgeted figures against actual expenditure and respond to discrepancies before they become problems. Overall, it will give them greater confidence to face the challenge of managing a budget.

Who is the course for?

Managing Your Budget is suitable for non-financial managers and business owners with limited experience of the budgeting process. There are no formal entry requirements, but users would benefit from basic numerical skills and general knowledge of how their business works.

The easy to follow, step-by-step format of this course means users can work at their own pace, making it ideal for anyone who is new to budgeting.

Budgeting Basics and Preparing Your Budget provide the ideal grounding for this course.

What will you get from this course?

When you have completed this course, you will be able to:

- identify potential problems and opportunities in your budget
- implement controls to prevent problems arising
- analyse and interpret information on monthly expense reports
- respond to differences between planned and actual expenditure.

Course features

Managing Your Budget uses on-screen text, optional voiceover and images to illustrate its main points. As you work through the course you'll be presented with examples and simple exercises to guide you through the basics of the subject and check your learning. After each exercise you are given immediate feedback.

At the end of the course, you can check your knowledge and understanding by completing a multiple choice test, which you can take as many times as you want.

You can start this online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Budgeting Basics
Preparing Your budget
Financial Environment

Working to a Budget
Understanding Profit and Loss
Understanding Balance Sheets

Course code: 103081BT005

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press.

**Our
future.
It's in
our hands.**

