

Managing Your Budget

Course length: 1 hour*

Course Code: 103081BT005

This course gives tips and advice for effective budget management.

Benefits for the Learner

You've prepared your budget and it's been approved. If you think the hard work is over – think again!

Once approved, your budget needs careful management from day one to ensure your plans become a reality. This course will show you how to manage your budget throughout the financial year from monitoring actual expenditure against budgeted figures to responding to discrepancies to keep your departmental finances on track.

Benefits for the Business

Preparing a budget is only the first part of maintaining financial stability within your business. Your managers must also understand that variations will always occur and have the skills to deal with discrepancies before they spiral out of control.

This course delivers tips and techniques to help your staff identify potential problems, analyse monthly reports and respond appropriately to the inevitable differences between planned and actual expenditure.

What You Get From This Course

Having completed this course, you will be able to:

- Identify potential problems and opportunities within a budget
- Implement controls to prevent variations
- Analyse and interpret monthly expense reports
- Respond to differences between budgeted and actual expenditure

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 1 hour to complete.

*Courses are accessible for six months from the date of purchase.