

Accounting Finance For Non Financial Personnel

From the fundamentals of cash management, understanding statements, and monitoring cash flow to banking, planning and obtaining capital, this book defines key terms, reviews important concepts, and offers clear examples and explanations to help managers make informed financial decisions.

For all entrepreneurs and nonfinancial professionals with budget and/or P&L responsibilities, *Finance and Accounting for Nonfinancial Managers* provides the basics necessary to make a solid contribution to the financial goals and success of their companies. This indispensable and easy-to-read primer gives all entrepreneurs and managers in nonfinancial areas--sales, marketing, production, and more--a complete understanding of financial terms, statements, and ratios and how they affect the operations of a business or corporation. With this information, financial managers will be able to understand: owners' equity, ratio analysis; balance sheets; income statements; LIFO liquidations; asset valuation; cash flow statements; capital leasing; liabilities; present value; operating leverage; breakeven analysis; and more. New to the third edition are chapters covering: basic tax concepts; capital structure; business plans; working capital management and banking relationships; personal finances; and accountability and controls. This edition also comes with a CD-ROM with interactive Excel templates that lets managers immediately apply the concepts and techniques covered.

The world of finance and accountancy can seem one of impenetrable mystery but it is one that many managers have to face in their day to day lives. With its comprehensive

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coverage of the subject, Teach Yourself Finance for Non Financial Managers allows you not only to ask pertinent questions but also to understand the answers. Chapter by chapter, the workings of finance are mapped out and laid bare - the formal reports, the methods used to prepare the numbers and what accountants actually do every day. This fourth edition is fully updated to reflect current allowances, rates and regulations and further information. It also includes even more questions (with comprehensive answers) to challenge the reader's understanding. Detailed explanations are provided in a clear, jargon-free style and backed up with lots of practical examples. Areas covered include: - basic terminology - accounting concepts and principles - profit & loss accounts and cash flow management - how accounts departments work - corporate financial planning. There is also a section on personal finance.

Mastering the fundamentals of financial management is a must for those with a stake in their company's and their own professional future. Packed with step-by-step examples and illustrative case studies, and fully updated to reflect the latest changes in tax laws and accounting requirements, Finance and Accounting for Nonfinancial Managers is one-stop shopping for managers, entrepreneurs, seasoned executives, teachers, and students alike. Featuring a new chapter on accountability and ethics, and complete with Excel templates, study questions, and a teaching guide on the Web (www.droms-strauss.c).

Finance is key to every business organisation as well as outside. This book makes sense of the finance world from a non-finance perspective. It introduces, explains and demystifies essential ideas of business finance to those who do not have financial background or training. Lucid, accessible, yet comprehensive, the book delineates the financial workings of businesses and offers an overview of

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corporate finance in the global context. The volume: Contains effective tools for financial communication, monitoring, analysis and resource allocation; Provides important learning aids such as figures, tables, illustrations and case studies; Highlights fundamental concepts and applications of finance; Surveys global corporate practices, recent trends and current data. This updated second edition contains new sections on Tax Planning, including Income Tax and Goods and Services Tax in India. A guide to building financial acumen, this book will be a useful resource for executive and management development programmes (EDPs & MDPs) oriented towards business managers, including MBA programmes. It will benefit business executives, corporate heads, entrepreneurs, government officials, teachers, researchers, and students of management and business, as well as those who deal with finance or financial matters in their daily lives.

In the current environment of cut-throat competition, razor-thin profit margins, and increasing scrutiny from stakeholders, mastering the fundamentals of financial management is a must for everyone with a stake in their companies and in their own professional futures. Packed with step-by-step examples and illustrative case studies, and updated to reflect the latest trends in the economy and in financial policy, *Finance and Accounting for Nonfinancial Managers* is a nuts-and-bolts guide for managers, entrepreneurs, seasoned executives, teachers, and students alike. Featuring new commentary on corporate accountability, updated interactive templates, study questions, and an online instructor's guide, this new edition covers all the key aspects of financial management.

Understanding Financial Accounts seeks to show how a range of questions on financial developments can be answered with the framework of financial accounts and balance sheets, by providing non-technical explanations illustrated with practical examples.

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The world of finance and accountancy can seem one of impenetrable mystery but it is one that many managers have to face in their day to day lives. With its comprehensive coverage of the subject, this book allows you not only to ask pertinent questions but also to understand the answers. Chapter by chapter, the workings of finance are mapped out and laid bare - the formal reports, the methods used to prepare the numbers and what accountants actually do every day. This edition is fully updated to reflect current allowances, rates and regulations and further information. It also includes even more questions (with comprehensive answers) to challenge the reader's understanding. Detailed explanations are provided in a clear, jargon-free style and backed up with lots of practical examples. Areas covered include: - basic terminology - accounting concepts and principles - profit & loss accounts and cash flow management - how accounts departments work - corporate financial planning. There is also a section on personal finance. **NOT GOT MUCH TIME?** One and five-minute introductions to key principles to get you started. **AUTHOR INSIGHTS** Lots of instant help with common problems and quick tips for success, based on the author's many years of experience. **TEST YOURSELF** Tests in the book and online to keep track of your progress. **EXTEND YOUR KNOWLEDGE** Extra online articles at www.teachyourself.com to give you a richer understanding of finance. **THINGS TO REMEMBER** Quick refreshers to help you remember the key facts. **TRY THIS** Innovative exercises illustrate what you've learnt and how to use it. **DON'T LET YOUR FEAR OF FINANCE GET IN THE WAY OF YOUR SUCCESS** Can you prepare a breakeven analysis? Do you know the difference between an income statement and a balance sheet? Or understand why a business that's profitable can still go belly-up? Has your grasp of your company's numbers helped—or hurt—your

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career? Whether you're new to finance or you just need a refresher, this go-to guide will give you the tools and confidence you need to master the fundamentals, as all good managers must. The HBR Guide to Finance Basics for Managers will help you: Learn the language of finance Compare your firm's financials with rivals' Shift your team's focus from revenues to profits Assess your vulnerability to industry downturns Use financial data to defend budget requests Invest smartly through cost/benefit analysis

Long term asset owners and managers, while seeking high risk-adjusted returns and efficiently allocating scarce financial capital to the highest value economic activities, have the essential and formidable role of ensuring the sustainability of return. But generally accepted financial accounting methods are ill-equipped to provide clear signals of the risks and opportunities created by scarce natural and human capital. Hence many investment managers in global financial markets, while performing due diligence on portfolio companies, examine metrics of non-financial performance, especially environmental, social and governance (ESG) indicators. Broken into three sections, this book outlines the rationale for and methods used in six areas where financial acumen has been harnessed to the goal of combining monetary return with long run sustainability. The first section offers an introduction to the role of finance in achieving sustainability, and includes an overview of the six areas—sustainable investing, impact investing, decentralized finance, conservation finance, and cleantech finance. The methods section of the book illustrates analytical tools and specialized data sources essential to those interested in increasing the level of social responsibility embedded in economic activity. The applications section describes and differentiates each of the six areas and their roles in advancing specific measures of sustainability.

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Finance For Non-Financial Managers In A Week is a simple and straightforward training course in finance, giving you everything you need to know in just seven short chapters. From the profit statement and the balance sheet through to costing and budgets, it will help you deal confidently with questions such as 'What is the return on investment?', 'Do we have the resources?' and 'What are the cash implications?' You'll also find exercises to help you put it all into action. This book introduces you to the main themes and ideas finance and accounting, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, Finance For Non-Financial Managers In A Week is your fastest route to success: - Sunday: An introduction to the profit statement - Monday: An introduction to the balance sheet - Tuesday: Understanding published accounts - Wednesday: Accounting ratios and investment decisions - Thursday: Cash and the management of working capital - Friday: Costing - Saturday: Budgets ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

Now in its fifth edition, this successful text introduces the basic principles and underlying concepts of accounting and finance. It adopts a practical, non-technical approach, making it the ideal text for students from non-accounting disciplines. The text is written from a 'user' perspective, demonstrating

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ways in which accounting statements and financial information can be used to improve the quality of decision making.

Readers get tips and insight regarding what to look for when reading financial statements, how businesses measure profitability, how to stay on top of the budgeting process, and how to track cash flow.

Finance for the Nonfinancial Manager, Fourth Edition. If you're a manager, odds are you're playing a larger and more important role in the financial matters of your company. As today's marketplace becomes increasingly competitive, it's essential that all managers have a basic understanding of the tools, objectives, and functions of finance if they are to stay ahead of the competition. Covering the gamut of the "numbers" end of management, Finance for the Nonfinancial Manager helps you develop a sound basis for carrying out strategic financial planning and decision-making responsibilities. This comprehensive reference has served as an indispensable guide for executives, managers, and small business owners for almost two decades. Now in its fourth edition, this classic has been updated to reflect the latest federal tax and regulatory legislation, and it is filled with new charts, tables, and examples suitable for the needs of today's manager. From basic economic concepts to accounting conventions, the broad range of topics examined in Finance for the Nonfinancial Manager include: cash flow management, banking relationships, security markets, credit policies, and capital acquisition. You'll also find practical guidelines for such important skills as how to:

- * Interpret balance sheets.
- * Design budgets and P & Ls.
- * Apply break-even analyses.
- * Decipher financial statements.

Now more than ever, being a manager in the competitive marketplace requires a solid understanding of key aspects of finance. This revised and expanded edition of Finance for the

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NonfinancialManager shows you how to get a handle on the basic concepts and principles you need to run and maintain a successful business.

Make simple sense of complex financial information! The high-profile accounting scandals of recent years have made one thing clear: You can't know too much about the company for which you work. What are the numbers? Where do you find them? How do they affect you and your staff? This fully revised and updated third edition of The McGraw-Hill 36-Hour Course: Finance for Nonfinancial Managers provides a firm grasp on what all the numbers really mean. Designed to let you learn at your own pace, it walks you through: The essential concepts of finance, so you can ask intelligent questions and understand the answers Vital statements and reports, with sections on pro forma financial statements and expensing of stock options The auditing process--what is measured, how it's measured, and how you can help ensure accuracy and completeness With chapter-ending quizzes and an online final exam, The McGraw-Hill 36-Hour Course: Finance for Nonfinancial Managers serves as a virtual professor, providing the curriculum you need to crunch the numbers like a pro!

Have you recently been promoted? Are you starting a new business? Do you suddenly find that you need to know more about finances than you ever expected, but have no time for formal training? If so, you need Accounting and Finance for the Non-Financial Executive. Whether you are a newly promoted middle manager or executive, a marketing manager of a small company, an entrepreneur, or own your own business, your results will be measured in dollars and cents. You need to know the basics of finance and accounting to make sound business decisions and become successful. Shim shows you the strategies for evaluating investment decisions such as return on investment analysis. You will see

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what you need to know, what to ask, which tools are important, what to look for, what to do, and how to do it. Easy to read and useful, the book presents many practical examples, illustrations, guidelines, measures, rules of thumb, graphs, diagrams, and tables that make comprehending the subject easy. Accounting and Finance for the Non-Financial Executive prepares you for additional managerial responsibilities. You will be better equipped to prepare, appraise, evaluate, and approve plans to accomplish departmental objectives. You will be able to back up your recommendations with carefully prepared financial support. Whether they are based on marketing, production, or personnel, by learning how to think in terms of finance and accounting you can intelligently express your ideas.

"Fantastic Learning Tool...Don't let this book title fool you. It is not an oversimplification of accounting and financial principles. It is, however, a serious and very effective examination of a very small but progressively complex business. There are not many books available on the market that make a complex and dry subject understandable and even fun. This book successfully does just that." -Amazon Reviewer

The Clearest Explanation Ever of the Key Accounting Basics

The world of accounting can be intimidating. Whether you're a manager, business owner or aspiring entrepreneur, you've likely found yourself needing to know basic accounting...but baffled by complicated accounting books. What if learning accounting could be as simple and fun as running a child's lemonade stand? It can. The Accounting Game presents financial information in a format so simple and so unlike a common accounting textbook, you may forget you're learning key skills that will help you get ahead! Using the world of a child's lemonade stand to teach the basics of managing your finances, this book makes a dry subject fun and understandable. As you

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run your stand, you'll begin to understand and apply financial terms and concepts like assets, liabilities, earnings, inventory and notes payable, plus: --Interactive format gives you hands-on experience --Color-coded charts and worksheets help you remember key terms --Step-by-step process takes you from novice to expert with ease --Fun story format speeds retention of essential concepts --Designed to apply what you learn to the real world The revolutionary approach of The Accounting Game takes the difficult subjects of accounting and business finance and makes them something you can easily learn, understand, remember and use! "The game approach makes the subject matter most understandable. I highly recommend it to anyone frightened by either numbers or accountants." -John Hernandis, Director of Corporate Communications, American Greetings

Understand the language of finance, so you can make better decisions, and make them more confidently. * *Transform complex financial data into knowledge for action. *Use KPIs and ratios to assess business health and identify 'warning signals' *Make better choices about capital investments. *Communicate more effectively with financial professionals. *Build skills that are essential to helping businesses achieve their goals -- and to moving forward in your career. FT Guide to Finance for Non-Financial Managers teaches non-financial managers the language of finance, so they can translate complex financial data into actionable knowledge for better decision-making. In plain English, Jo Haigh introduces techniques that can make every business professional more effective -- both in the business, and in their own careers. Haigh shows how to: * *Accurately interpret financial reports, and understand the drivers of profit and loss. *Recognize the difference between cash and profit. *Understand balance sheets. *Work with budgets and forecasts. *Use Key Performance Indicators (KPIs) and business ratios. *Assess

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the health of the business, and quickly identify 'warning signals' so they can be addressed early and cost-effectively. *Identify opportunities to increase profits and solve business problems. *Compare capital projects and choose better investments. *Communicate and coordinate more effectively with financial professionals. *Take a more proactive role in helping the business achieve its goals The book includes a complete glossary of finance and investing terms, as well as many sample documents, from KPI summaries to sample full and abbreviated published accounts.

The highly motivational "in a week" structure of the book provides seven straightforward chapters explaining the key points about the financial life of any company, and at the end there are optional questions to ensure readers have taken it all in. There are also explanatory cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. Written by Roger Mason, a leading expert on business finance as both a coach and a practitioner, this book quickly teaches you the insider secrets you need to know to in order become confident with financial issues. So what are you waiting for? Let this book put you on the fast track to success!

They say that numbers don't lie, but what if you can't even read them? Financial analysis reports, budgeting reports, forecasting and measuring reports--sometimes they all run together, don't they? The Essentials of Finance and Accounting for Nonfinancial Managers is here to help. This new edition of a business classic demystifies finance and accounting and gives managers the tools they need to make better decisions. Complete with fresh insights, case studies, and street-level exercises to help non-numbers people master the numbers game, this indispensable translation guide reveals how to:

- Understand the fundamentals of financial analysis, budgeting, and forecasting
- Interpret balance

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sheets, income/cash flow statements, and annual reports • Sift through conflicting data to find the most relevant figures • Locate key information about competitors and suppliers • Analyze variances and calculate break-even points and other vital measures • And much more! The numbers are too important to allow others to translate for you. You need to know how to read them yourself. Imagine the impact on future decisions when you grasp not only what the numbers mean but can use that insight to drive your business forward. Gives you the confidence to ask the right business questions, make the correct finance decisions and competently speak the language of commerce to your colleagues, managers, customers and stakeholders. The Financial Times Guide to Finance for Non-Financial Managers will show you how to transform seemingly complex financial information and statistics into data that makes sense. And into data that you'll feel confident talking about. You'll learn the language of finance, which will help you better formulate decisions on a day-to-day basis. The book will also help you identify the warning signals and understand key performance indications and ratios. You'll learn how to make better financial decisions, identify ways to increase profits and have increased confidence in approaching capital projects and making sound business decisions.

An innovative new valuation framework with truly useful economic indicators The End of Accounting and the Path Forward for Investors and Managers shows how the ubiquitous financial reports have become useless in capital market decisions and lays out an actionable alternative. Based on a comprehensive, large-sample empirical analysis, this book reports financial documents' continuous deterioration in relevance to investors' decisions. An enlightening discussion details the reasons why accounting is losing relevance in today's market, backed by numerous

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examples with real-world impact. Beyond simply identifying the problem, this report offers a solution—the Value Creation Report—and demonstrates its utility in key industries. New indicators focus on strategy and execution to identify and evaluate a company's true value-creating resources for a more up-to-date approach to critical investment decision-making. While entire industries have come to rely on financial reports for vital information, these documents are flawed and insufficient when it comes to the way investors and lenders work in the current economic climate. This book demonstrates an alternative, giving you a new framework for more informed decision making. Discover a new, comprehensive system of economic indicators Focus on strategic, value-creating resources in company valuation Learn how traditional financial documents are quickly losing their utility Find a path forward with actionable, up-to-date information Major corporate decisions, such as restructuring and M&A, are predicated on financial indicators of profitability and asset/liabilities values. These documents move mountains, so what happens if they're based on faulty indicators that fail to show the true value of the company? The End of Accounting and the Path Forward for Investors and Managers shows you the reality and offers a new blueprint for more accurate valuation.

Finance for Nonfinancial Managers Finance made simple for YOU! Quick reference finance handbook to help you understand and manage the financial accounting side of your business or job responsibilities. Enable you ask informed questions when financial information such as periodical MIS report, quarterly financial performance report or yearly audited financial report is presented for your approval. How the chapters are arranged CHAPTERS I to IV - Gain essential knowledge on Concepts & Financial Statement presentation format CHAPTERS V to VII - Empower yourself, learn to read

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& interpret Financial Statements CHAPTER VIII - Working Capital management, gain control on day to day financial management CHAPTER IX - Planning & Control & steer your business with Budgeting CHAPTER X - Break-Even Analysis for enlightened business decisions CHAPTER XI - Gain insight into techniques for choosing the right investment option CHAPTER XII - Know the essentials of Bank Borrowings Topics covered Chapter I Financial Statements, an Introduction Chapter II Balance Sheet Chapter III Profit and Loss Account Chapter IV Cash Flow Statement Chapter V How to Read Financial Statements Chapter VI MIS Reports Chapter VII Ratio Analysis Chapter VIII Working Capital Management Chapter IX Budgeting Chapter X Break-Even Analysis Chapter XI Capital Expenditure Planning Chapter XII How to Borrow from Banks Begin enjoy working with Financial Prudence!

AN INTRODUCTION TO FINANCIAL REPORTS--WITH NEW TACTICS FOR BUDGETING AND PINPOINTING KEY FINANCIAL AREAS Financial decisions impact virtually every area of your company. As a manager, it's up to you to understand how and why. Finance for Nonfinancial Managers helps you understand the information in essential financial reports and then shows you how to use that understanding to make informed, intelligent decisions. It provides a solid working knowledge of: Basic Financial Reports--All about balance sheets, income statements, cash flow statements, and more Cost Accounting--Methods to assess which products or services are most profitable to your firm Operational Planning and Budgeting--Ways to use financial knowledge to strengthen your company Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through

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each page: Key Terms: Clear definitions of key terms and concepts Smart Managing: Tactics and strategies for managing change Tricks of the Trade: Tips for executing the tactics in the book Mistake Proofing: Practical advice for minimizing the possibility of error Caution: Warning signs for when things are about to go wrong For Example: Examples of successful change-management tactics Tools: Specific planning procedures, tactics, and hands-on techniques Written by a financial advisor, this comprehensive yet concise primer is ideal for educators balancing modest salaries with skyrocketing expenses in challenging economic times.

A fully revised guidebook on the basics of accounting-- updated to cover an increasingly complex financial arena In the wake of recent accounting scandals, most managers now realize they need to know more about the inner workings of finance. Many, however, don't know where they will find the time. The McGraw-Hill 36-Hour Course in Finance for Non-Financial Managers is designed to give readers a working mastery of all finance essentials in just 36 hours and has now been updated to help readers understand the substantial regulatory and practical changes that have taken place in the new world of business accounting. This hands-on workbook delivers its information in accessible and reader-friendly style, including self-study questions and case studies for each chapter. Information new to this edition includes: Key updates to generally accepted accounting principles (GAAP) Sections detailing what auditing is and what auditors do Entirely new sections on pro forma financial statements, stock options as an expense, and more

J. Fred Weston provides managers and executives with the information they need to understand essential accounting principles, from vocabulary and financial statements to cash flow and valuation. Covering balance sheets, income statements, reporting measures, and even essential ratios,

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this practical, in-depth book provides a one-stop, reference for all aspects of finance and accounting, and will help managers take essential steps toward making informed decisions based on the numbers they face every business day.

This ground breaking text continues to guide managers, executives, and business students with little experience in the field of finance. Finance for Non-Financial Managers, Seventh Edition, offers a practical introduction to financial decision making for students with no previous exposure to accounting or finance principles or for those that want to broaden their understanding of financial analysis or upgrade old skills in the field of financial management and accounting. This seventh edition improves the clarity and conciseness of many finance techniques and the relationship between the various concepts covered in the book, enabling students to master the language and concepts of finance and accounting to assist them in future careers as managers or entrepreneurs. It also incorporates International Financial Reporting Standards (IFRS) as GAAP closes out in Canada.

Financial reports speak their own language, and managers without a strong finance background often find themselves bewildered by what is being said. Finance for NonFinancial Managers helps managers become familiar with essential financial information, showing them how to "speak the language of numbers" and implement financial data in their daily business decisions. In addition, it clarifies how and why financial decisions impact business and operational objectives.

Finance for Strategic Decision Making demystifies and clarifies for non-financial executives the basics of financial analysis. It shows how they can make important

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financial decisions that can critically enhance their institution's ability to respond to competitive challenges, undertake new projects, overcome financial setbacks, and most importantly, create shareholder value. Written by M. P. Narayanan and Vikram K. Nanda—two of the country's leading authorities on financial strategy—this book offers a practical guide for using financial analysis to enhance strategic decision making. The book includes a coherent framework that outlines practical and intellectually sound guidance for executives who must make strategic decisions.

Finance for Strategic Decision Making Explains the role of finance in corporate strategy
Offers guidance on resource allocation decisions
Explores how to determine the right balance of debt and equity capital to maximize firm value
Demonstrates how to use payout policy as a strategic tool
Clarifies if a merger, acquisition, or divestiture is in the best interest of an organization
Shows how to manage risk
Reveals how to measure value created and the effectiveness of upper level management

Financial Management for Non-Financial Managers is an accessible, practical and easy to understand guide that will allow any manager to gain confidence in understanding financial matters, managing a budget and dealing with bankers, accountants and finance professionals. A source of invaluable expert advice on all the essential aspects of financial management within the context of running a business, it covers: business structures, accounting and financial statements, analysis and ratios, planning, budgeting, product and service costing, setting selling prices, investment appraisal,

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finance and working capital, taxation and international transactions. This book explains financial literacy in the context of management, showing how improved awareness of finances can lead to increased value creation and protection for your business. Aimed at the practicing business manager, Financial Management for Non-Financial Managers includes case studies, spreadsheets and worked examples to accompany key skills and practices explained in the book.

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