

Finance for operational managers

- Improve your skills

14 February 2012, Manchester



Finance for operational managers

Introduction

APSE training is offering a new one day skills development course to operational managers seeking to understand or improve their skills in managing finances.

Background to event

Further to requests from local authorities for APSE to provide financial awareness training, we have undertaken a pilot course with staff, from an APSE member authority, in Dudley council. Following initial success and feedback from the pilot, this course will now be offered as a public event to ensure all operational managers can take advantage of this learning opportunity.

Outcomes:

- To make you a more financially confident manager
- To remove some of the **mysteries** of accounting
- To look at accounting **without** the jargon
- To develop a clear understanding of management accounts
- Winning and keeping contracts
- Meeting your financial targets
- Controlling expenditure and managing your income

This event aims to give delegates a practical understanding of finances that is tailored to operational needs. Delegates are encouraged to bring a laptop to the event with examples of their current system of accounts.

Who Will Benefit?

Those who are looking to develop or refresh their financial skills and awareness

- Operational managers tasked with managing budgets
- Front line managers new to financial responsibilities

Trainer

The sessions will be delivered by Tom Hastey - APSE associate trainer, supported by Jan Kennedy – APSE Principal Trainer.

Tom Hastey – APSE Associate trainer

Tom Hastey is an experienced senior manager with over forty years in both commercial operations and local government work. He has developed and delivered bespoke training on front line operational management of finances.

Tom's career has taken him from Motor Vehicle Technician apprenticeship to Technical advisor, then from Fleet Engineer to General Manager/Group Fleet Engineer of the entire European business with P&O.

His experience in public service and local authority includes Head of Fleet services with Lancashire County Council responsible for the maintenance of almost 2,500 vehicles, Consultant Fleet Engineer for Lancashire Constabulary and Head of Engineering Services for Lancashire Fire & Rescue Services.

Tom's division in Lancashire County Council achieved several awards for quality including Investors in People and the APSE Best Internal Service Team of the Year: - Transport and Fleet Services.

Tom holds the Certificate of Professional Competence (CPC), Heavy Goods Vehicle Class C + E Licence, and is a qualified trainer at N.V.Q Level 5.

Jan Kennedy – APSE training

Jan Kennedy is the Principal Trainer for APSE and has responsibility for the learning, skills and development arm of the Association - APSE training. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme. Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education.

Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Negotiation Skills, Time Management, Marketing, and Service Level Agreements. Jan works in partnership with Hull University to deliver training modules to lunchtime supervisors. Jan also co-delivers on the current Master Classes on Health and Safety Issues.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

What's included?

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments. Please note that the fee does not include hotel accommodation. Hotel information is available from the APSE secretariat on request.

Duration

1 day event: Start time: **9.30 am** Finish time: **4.30 pm**

Course Outline –Finance for operational managers

9.15 -9.30

Registration

Domestics, Objectives and Ice Breaker

Getting to grips with Business and Finance

- Self assessment – your current knowledge?
- The importance of managing your finances
- Local authority background to finance
- CCT and Best Value

Contracts

- Winning and maintain the contract
- Clients and measuring success
- Performance and finance

11.00 -11.15

Morning Break

Understanding management accounts

- Income
- Invoicing
- Building your own spreadsheet – practical session

13.00 -13.30

Lunch Break

(Continuation of practical session)

Financial objectives

- Management accounting
- Profit and non-profit making

Calculating hourly charge out rate

- 4 constituent parts
- Managing lost time
- Calculating costs e.g. vehicle cost per mile

15.00 -15.15

Afternoon Break

Making the business unit cost effective

- To buy or to hire?
- Demonstrating value for money
- Final Q&A session
- Self assessment – your new knowledge?

16.15 – 16.30

Evaluations, Certificates and Close

