MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Accounting, Finance and Budgeting

Financial Management and Auditing of Donor Funded Projects

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD3019	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Everyone involved in working with World Bank shares the responsibility of making sure that their limited resources are used to help people effectively. Good practice in financial management will help NGO staff to use World Bank funds to maximum effect, now and in the future.

- Good financial management is critically important for NGOs. You cannot achieve your goals without it.
- Financial management is everyone's responsibility – trustees and programme managers as well as finance staff.
- Good financial management depends on programme staff and finance staff working together and integrating good practice into their everyday work.
- Effective use of resources depends on field staff making informed decisions

Course Outcomes

- Build activity-based project budgets, cashflow forecasts and funding grids for effective programme planning and implementation
- Prepare project accounts and simple financial reports
- Analyse financial reports to inform and support programme management decisions
- Review grant contracts to ensure systems comply with donor rules
- Use Mango’s financial health check to identify strengths and weaknesses in financial systems
- Use the risk mapping technique to assess the financial risks facing their (or partner) NGOs
- Build a financing strategy to promote continuity and security of financial resources for their (or partner) NGOs, including how to build reserves and manage central support costs

Course Outline / Curriculum

NGO effectiveness and accountability

- What makes NGO work effective?
- The Two Golden Rules and downward accountability
- Achieving good practice in financial management
- Financial governance vs. financial management
- Getting the basics right – key principles and building blocks of financial
- Using the Mango Health Check
- Getting organised for successful outcomes
- Accounting codes framework

Key skills: Financial Planning Essentials

- The financial planning process
- Budgets and budgeting
- What makes a good budget?
- Key skills: Practical budgeting
- Case Study: budgeting for a new project
- Activity-based budgeting, phased budgets and consolidating budgets
- Cashflow forecasting

Key skills: Accounting Essentials

- The accounting process – making links
- Developing the chart of accounts
- The procurement process
- The challenge of core costs
- Accounting systems development
- Case study: scaling up operations
- Delegated authority and the procurement process
- Accounting for core costs

Key skills: Planning for grant management

- Grant management process – failing to plan is planning to fail...
- Mapping the Chart of Accounts
- Budgeting for donors: completing donor formats
- Using a grant schedule

Key skills: Contract management

- Contract assessment and negotiation

Identifying compliance challenges

Key skills: Internal Control Essentials

- How to safeguard your assets – the role of internal control policies and procedures
- The impact of fraud
- Anti-bribery
- How NGOs can lead by example in preventing bribery.

Key skills: Financial Reporting

- Financial information – who needs what, when and why?
- Reading the audited financial statements
- Ratio analysis
- Using budget monitoring reports in programme management
- Variance analysis
- Alternative reporting formats
- Reporting to beneficiaries

Key skills: Grant Management

- Donor reporting and forecasting
- Common challenges during grant implementation
- Managing multiple donors
- Grant closure phase
- The role of audit

Strategic Financial Management: Assessment (Where are we now?)

- What is financial sustainability and how do we achieve it?
- Financial SWOT analysis
- Stakeholder analysis
- Assessing financial statements
- Assessing the financing mix
- Financial risk assessment

Strategic Financial Management: Decisions and Targets (Where are we going and how do we get there?)

- The funding environment – who gives and why?
- Deciding on the appropriate ‘funding mix’
- Building reserves in a not-for-profit organisation
- Financing Central Support costs
- Ethical policies

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexible

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training

support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Financial Management and Auditing of Donor Funded Projects
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____