

NPO FINANCIAL MANAGEMENT – CONCEPTS AND PRACTICES

**An Online Course on Financial
Management for Non Profit Organisations**



ABOUT THE COURSE

FMSF has been a pioneer in offering digital programs exclusively for NPOs since 2008. FMSF has been offering several online courses for voluntary sector, providing quality hands-on and online support to the organizations. This Certificate Course on “NPO Financial Management – Concepts and Practices” is a comprehensive web-based self-learning program designed to enhance participants’ knowledge and equip them with necessary skills to understand the concepts and practices of the subject in a straightforward manner.



LEARNING OBJECTIVES

By the end of the course, participants will be able to:



Develop a broad understanding of the fundamentals of Financial Management in context of NPOs



Develop an in depth understanding in planning, budgeting, and budgetary control



Gain knowledge on bookkeeping, accounting systems and financial reporting for enhanced transparency.



Understand how to set effective internal controls and develop an internal control framework for their organisation.

WHO SHOULD ATTEND:



Chief Functionaries



**Finance Managers/ Officers/
Accountants**



Board Member-Treasurers



Senior Leadership Teams

COURSE OVERVIEW

Part I: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Participants will gain a solid foundation in financial management principles, focusing on the key elements that drive financial decision-making and organizational success.

- Introduction to Financial Management
- Seven Steps of Effective Financial Management

Part II: FINANCIAL SYSTEMS AND PROCESSES

Participants will learn how to set up and manage the financial processes essential for NPOs, from planning and budgeting to cash flow management and internal controls. Key topics include:

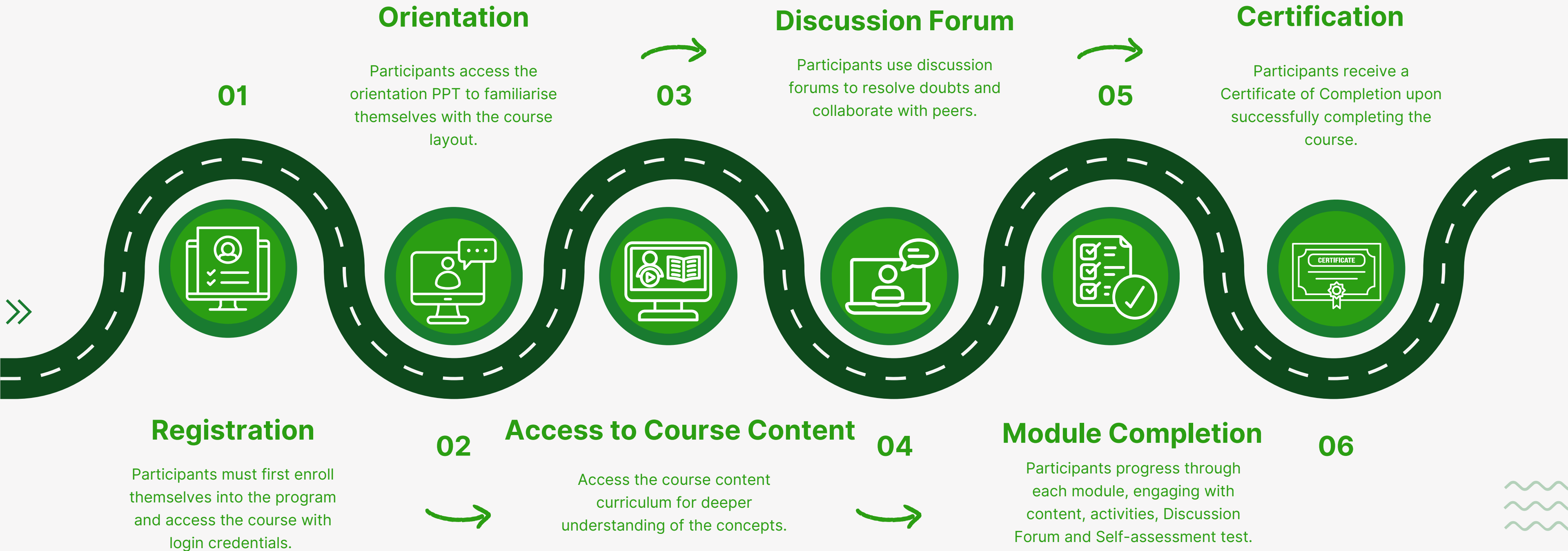
- Planning & Budgeting Practices
- Cash Flow Management
- Internal Control Frameworks
- Basic Accounting Principles & Bookkeeping
- Accounting for Project Funds
- Voucher Management and Documentation

Part III: FINANCIAL OVERSIGHT AND REPORTING

Participants will be capacitated to oversee and report on financial operations, ensure compliance, and prepare accurate and transparent reporting. Topics include:

- Financial Reporting for NPOs
- Understanding Audit Processes
- Preparing Financial Statements and Audit Reports

COURSE ROADMAP



HOW TO REGISTER



New User

Visit <https://fmsflearningsystems.org/Default-new.aspx>



Click on the registration tab and fill out the registration form



Upload an identification document and submit



FMSF team will review the application and send you a confirmation email.



You can access the course on its starting date



Existing User

Visit <https://fmsflearningsystems.org/Default-new.aspx>



Login on the portal with the login credentials



From the student dashboard, select the course Name, fill the required details



FMSF team will review the application and send you a confirmation email.



You can access the course on its starting date

NPO FINANCIAL MANAGEMENT – CONCEPTS AND PRACTISES
COURSE LEARNING STRUCTURE
TOTAL LEARNING HOURS – 30 HOURS

PART - 1 (13 Hr.)	PART - 2 (13Hr.)	PART - 3 (4 Hr.)
FUNDAMENTALS OF FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS AND PROCESSES	FINANCIAL OVERSIGHT AND REPORTING
INTRODUCTION OF MODULE PowerPoint Presentation (.25 Hour)	-	-
PRE-WORK Reading of the Study Material (6 Hours)	PRE-WORK Reading of the Study Material (7 Hours)	PRE-WORK Reading of the Study Material (3 Hours)
CASE STUDY, PRACTICE EXERCISE AND SITUATION ANALYSIS (1 Hour)	CASE STUDY, PRACTICE EXERCISE AND SITUATION ANALYSIS (1 Hour)	CASE STUDY, PRACTICE EXERCISE AND SITUATION ANALYSIS (1 Hour)
DISCUSSION FORUM Engagement with faculties and participants on online forum (.75 Hours)	DISCUSSION FORUM Engagement with faculties and participants on online forum (1 Hours)	DISCUSSION FORUM Engagement with faculties and participants on online forum (.5 Hour)
WATCH Recorded video lecture on important topics (.5 Hour)	WATCH Recorded video lecture on important topics (.5 Hour)	WATCH Recorded video lecture on important topics (.25 Hour)
-	UNDERSTANDING INTERNAL CONTROL FRAMEWORK (SAMPLE) (2 Hours)	SUBMISSION OF INTERNAL CONTROL FRAMEWORK (PRACTICAL EXERCISE) (3.5 Hour)
SELF-ASSESSMENT TEST (.5 Hour)	SELF-ASSESSMENT TEST (.5 Hour)	SELF-ASSESSMENT TEST (.5 Hour)
LEARNING HOURS - 9	LEARNING HOURS – 12	LEARNING HOURS – 9



100% FREE COURSE



DURATION
30 Hours (6 Weeks)



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