

FUNDAMENTAL FINANCIAL AND ACCOUNTING SKILLS SEMINAR

SPEAKER: MR. KENNETH KK TAN, MBA (UK), FCPA (Aus.), CPFA (UK), CPA (M)

VENUE: ISP HEADQUARTERS

**SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE
18 PERSIARAN BARAT, 46050 PETALING JAYA, SELANGOR**

23 - 24 SEPT 2020



OVERVIEW

- This programme will increase participants' ability to listen and comprehend the intention/message behind the words used by their financial colleagues who are trained in finance & accounting, such as the financial controllers, finance managers, accountants, etc.
- Plantation managers will be able to identify ways to talk the financial language with finance managers/accountants
- The topics covered in this programme are to help plantation managers develop the necessary skills to overcome fear of finance/accounting and learn the financial impact of their operational processes/decisions
- To become an accomplished negotiator and communicate better during budgets, costings and performance reviews

HOW YOU WILL BENEFIT?

- Finance for plantation managers; it is a topic you must understand especially during challenging economic times when financial acumen is expected at every organizational level
- You need to know how to justify a request, quantify your contributions to the company and spot profit drains immediately
- Whether you are a wizard of finance or a non-financial manager, performance is measured the same way – in dollars and cents!
- Offering an accessible overview of finance for plantation, this seminar features exactly what you need to further your career and build your future. From accruals to write-offs to receivables and payables, this workshop shows plantation managers the concepts, tools and techniques that can help make each decision pay off – on the job and on the bottom line
- Ability to read and comprehend financial statements/reports
- Appreciate the components of production cost
- Insight on project financial viability and feasibility

TARGET AUDIENCE

- This programme is designed for plantation managers in every functional area of responsibility in plantation environment
- This programme is suitable for:
 - General Managers/Controllers - Senior Estate Managers - Estate Managers - Senior Assistant Managers
 - Assistant Managers - Accounts/Administrative Executives - Accountants

SUMMARY

- You will get a firm grasp of the numbers side of your job
- You will gain greater confidence with a working knowledge of business financials
- You will learn how to “think finance” and translate performance into financial terms
- You will cultivate proactive working relationships with finance professionals and enhance your value to the organization
- You will understand the business dynamics of dollars and cents – take initiatives that meet your short- and long-term goals
- You will take the guesswork out of your decision making and deliver a better bottom line
- You will expand your professional expertise – and your career opportunities

REGISTRATION FEES

- >> **ISP MEMBER RM550**
(INCLUSIVE OF 6% SST)
- >> **NON-MEMBER RM650**
(INCLUSIVE OF 6% SST)

WHAT YOU WILL COVER?

D A Y	MORNING SESSION (9.00 AM – 1.00 PM)	AFTERNOON SESSION (2.00 PM – 5.00 PM)	D A Y	MORNING SESSION (9.00 AM – 12.30 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)
1	<ol style="list-style-type: none"> 1. Understanding the Language of Finance 2. Basic Accounting Concepts and Financial Statements 3. Generally Accepted Accounting Principles (GAAP) 4. Cash vs. Accrual-Basis Accounting 5. Capital Expenditure vs. Revenue Expenditure 6. Applying different methods of evaluating capital expenditures 	<ol style="list-style-type: none"> 1. New Planting vs. Replanting 2. Terminology associated with Financial Statements 3. The key components of an Annual Report 4. Case Study: <ul style="list-style-type: none"> • Typical estate transactions in a day • Carl Interior Design – Financial Report 2016 & suggested solutions • Gopend Berhad 5. Evaluating an Annual Report and Calculating Financial Ratios 	2	<ol style="list-style-type: none"> 1. Costing Principles: <ul style="list-style-type: none"> • Cost Accounting • Production Costs (Assignment) • Planning & Controls • Costing of Inventory/Stock Controls • Standard Costing 2. Cost-Volume-Profit (CVP) Analysis 3. Break-Even Analysis 	<ol style="list-style-type: none"> 1. Capital Expenditure Budgets and Operating Budgets 2. Basic Project Analysis: <ul style="list-style-type: none"> • Coconut Plantation Pilot Project • Why Project Analysis is needed? 3. Methods use for Analysis: <ul style="list-style-type: none"> • ROCE (covered in Day 1 – Afternoon Session) • Cash Flow • Payback Period • Net Present Value (NPV)/Internal Rate of Return (IRR) • Weighted Average Costs of Capital (WACC)

YOUR FACILITATOR >>KENNETH KK TAN

MBA, FCCA(UK), FCPA(Aus.), CPFA(UK), CPA(M), CA(M), MCIM(UK), MIIIE(USA), CMIIA(M), F.Inst.Mgt.(UK), MMIM(M)

Kenneth is currently a free-lance consultant and trainer. He has over 40 years of working experience in various industries both locally and abroad. He held many C-suite positions in the last 25 years in Malaysia, a few other ASEAN countries and Africa. Kenneth is a sought after trainer and speaker, and has delivered many trainings and talks on Advanced Business Finance, Strategic Financial Management, Financial Management, Corporate Finance, Book-keeping & Accounting to a number of institutions of higher learning such as Tuanku Abdul Rahman College, Malaysian Institute of Management, The Malaysian Institute of Certified Public Accountants, The Incorporated Society of Planters, etc. He has conducted in-house senior management development programs for a few conglomerates in Malaysia and Cambodia. He was a speaker for business forums organized by Cambodia, Thailand, and Liberia. He is the current examiner for ISP Module IV - Financial management and previously was concurrently the examiner for Module II - Book-keeping & Accounting. He has authored 2 publications, namely (1) Book-keeping & Accounting Note and (2) Financial Management, A Practical Guide for Agribusiness professionals.

Working Experiences

1. Airline & Hospitality Industry – 23 years
2. Gaming & Hospitality Industry – 2 years
3. Telecommunication Industry – 2 years
4. Natural Resources Mining, Oil & Gas – 4 years
5. 3 MNC/Conglomerates Agribusiness (Hap Seng, Sinarmas, TPB) – 16 years (up to now)

Professional Examiners Lecturer & Courses Facilitators

1. Financial management Course Leader for The Malaysian Institute of Management in 1991
2. Corporate Finance Course Leader for Tuanku Abdul Rahman College, Genting-Klang from 1991-1995
3. Advanced Business Management Facilitator for The Malaysian Institute of Certified Public Accountant 2004-2006
4. Financial management Examiner for Incorporated Society of Planters since 2006

METHODOLOGY

Lecture, workshop and discussion

REGISTRATION FORM

Please register the following personnel to attend the training as above.
Please photocopy for multiple bookings.

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: RM550.00 (Membership No.: _____)
Non-Member: RM650.00

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: RM550.00 (Membership No.: _____)
Non-Member: RM650.00

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: RM550.00 (Membership No.: _____)
Non-Member: RM650.00

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: RM550.00 (Membership No.: _____)
Non-Member: RM650.00

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: RM550.00 (Membership No.: _____)
Non-Member: RM650.00

*** All fee inclusive of 6% Sales & Service Tax (SST)
for Malaysians only.

Company Name: _____
Person in Charge: _____
Telephone: _____
Email: _____
Address: _____

Company's Stamp/
Signature: _____

For office use only:
Date: _____ / _____ / _____
Inv. No: _____
OR No.: _____

FUNDAMENTAL FINANCIAL AND ACCOUNTING SKILLS SEMINAR

PAYMENT METHOD

- > Cash (Walk in only)
- > Online Transfer
- > ATM Transfer
- > Cheque/ Bank Draft
(Cheque/ Bank Draft No.: _____)

Credit Card Visa Mastercard
Card No.: _____
Cardholder's Name: _____
Bank's Name: _____
Expiry Date: _____ / _____ (mm/yy)
Signature: _____ Date: _____

Amount: RM _____

Payment can be made to
ISP MANAGEMENT (M) SDN BHD
bank account **AMBANK ISLAMIC BERHAD/**
AMBANK BERHAD 888-101-596-8511

** Please return the registration form and provide
proof of payment to emails below

TERMS AND CONDITIONS

- Request for cancellation must be made in writing.
- 100% refund will be made for written cancellation received **6 days before the day of the Seminar**.
Refund will be issued after the Seminar.
- No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- The registration form serves as the official invoice.
- All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- The Organisers shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- The Organisers reserve the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

Registration must be done by faxing/emailing the registration form to the following:

CONTACT PERSON

For ENQUIRIES:
03-7955 5561

Mohd Rizalhisham
rizalhisham@isp.org.my

For REGISTRATION:
03-7955 5561

Ms. Siti Nurnabilah
nabilah@isp.org.my

DEADLINE 18 SEPTEMBER 2020