

## Finance for humanitarian projects: strategy and management

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### PRÉSENTATION

This training course on strategic financial management aims to provide participants with the essential knowledge, practices and tools to ensure an effective and efficient financial management of a humanitarian project and funding resources.

Our open training courses participants gave them an average score of 3.8/4 in 2020.

Discover our latest article on training the humanitarian actors in the Middle East. Sandra Perrot, Director of Operations, explains why it is so important for Bioforce to be present in Amman, Beirut and Erbil!

### LES POINTS FORTS DE LA FORMATION

- Group work
- Case studies

### EN SUIVANT CETTE FORMATION, VOUS OBTIENDREZ

- An HPass digital badge, a quality label recognised by the humanitarian community (subject to obtaining the average)
- A Bioforce attestation of competence (subject to obtaining the average)

## SKILLS TO BE COVERED

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By attending this open training course, you will ensure an effective strategic financial management of a humanitarian project. And more specifically, you will know how to:

- Discuss and compare the different funding mechanisms and approaches for fund acquisitions in a local context
- Build and monitor effective budgets according to donor requirements
- Use intermediate MS Excel functions applied to financial analysis
- Understand the requirements to drafting a donor financial report
- Apply key internal control procedures to prepare for a project financial audit

## TRAINING COURSE PROGRAMME

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**Day 1:** Financial Strategy – Key concepts for understanding funding sources and mechanisms

**Day 2:** Financial Planning – Humanitarian project budget drafting according to project requirements

**Day 3:** Financial Monitoring & Review – Build and analyse a budget spending

**Day 4:** Financial Reporting – Donor financial reporting

**Day 5:** Financial Evaluation – Internal control and audit preparation

## PROFILE

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The training course is designed for staff working in international and local non profit organisations, civil society organisations and

institutions, who are involved in project implementation or support services such as:

- non-financial staff who wish to improve their knowledge and skills in financial planning, monitoring and reporting
- support staff including junior to mid level financial personnel interested in developing their financial management skills

You are already familiar with the basic functions of Excel and wish to improve your skills in Excel applied to financial management.

#### **Necessary material**

Possess a laptop computer equipped with Excel software (minimum version 2007) and standard office tools (e.g. office pack)

## **APPLICATION**

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### **Step 1: Application**

The deadline for applications is two weeks before the start of a training course. Given the limited number of places for each course, it is preferable to apply as early as possible. If you are receiving support, it is recommended that you apply no later than 3 weeks before the start of the course.

To apply by clicking on the "Register" button below, please have your CV in PDF format. You will then receive an order form to return to us. Your application will be studied once you have completed and returned this order form.

### **Step 2: Pre-registration**

If your application meets the necessary prerequisites, you will receive a pre-registration email. In order to finalize your pre-registration, you will be asked to pay the full amount of the training fees within a given deadline.

If you benefit from a partial or total coverage of the training (by an OPCA or by your employer), the financing agreement will have to stipulate the amount covered by the organisation.

### **Step 3: Registration**

Once the payment of the training fees or the financing agreement of your OPCA is received, you will receive a final registration email, accompanied by a convocation with all the practical details relating to the training.

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