

**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

**MSD3019**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**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

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- 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

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### **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 Flexit

### 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.

|                                       |  |
|---------------------------------------|--|
| <b>Organisation / Department</b>      |  |
| <b>Delegate Name(s)</b>               |  |
| <b>Approved Course</b>                | Financial Management and Auditing of Donor Funded Projects   |
| <b>Preferred Delivery Mode</b>        | <input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training |
| <b>Preferred Training Venue /Date</b> |  |
| <b>Estimated Number ofDelegates</b>   |  |
| <b>Budget / Vote Number</b>           |  |
| <b>Contact Person</b>                 |  |
| <b>Email / Mobile</b>                 |  |

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Authorised Name

Signature / Stamp

Date

Prepared by Magna Skills Development Institute | Training Coordinator: Denis Wunganayi

Register: <https://www.magnaskills.com/applyadd?c=3019> | Course Page: <https://www.magnaskills.com/course/3019> | WhatsApp: +27 63 007 9022

This document is intended to support course review, sponsorship approval, delegate nomination and organisational training planning.