

FINANCIAL MANAGEMENT

AGRITERRA TRAINING PROGRAMME



INTRODUCTION

Financial management is a critical part of any organisation. Everyone who works towards achieving the objectives of an Agricultural Cooperative plays an important role in assuring the effective and appropriate use of its financial resources. However, basic financial management capacities are usually limited, and consequently, financial management is often excluded from

carrying out the operating plans of these cooperatives.

Training is carried out in small groups so that the individual needs of all participants are met. Various learning methods are used to stimulate interest and to grasp the different learning styles of the participants, including illustrated presentations, group exercises

and debates, practical case studies and practical problem solving activities.

Training is backed by lots of material that participants can take with them and use after the course, including the detailed course manual.



PARTICIPANTS

This training is mainly directed at the staff of agricultural cooperatives with a high level of responsibility, either technical or political, within the organisation.

This training programme is designed specifically for: Non-finance staff and members of the Board of Directors and Supervisory Board who want to increase their knowledge and skills in terms of planning, controlling and preparing financial reports. The programme is also designed for reinforcing internal control mechanisms and transparency within organisations.

Therefore, having prior experience or training in financial management is not a requirement to partake in this training programme.



OBJECTIVES

This training plan is designed to strengthen an organisation's financial management capacity and comprehension and build the confidence of those individuals involved so they can:

- Adopt financial management systems suitable for running the organisation.
- Manage and control financial resources efficiently and effectively.
- Promote transparency and the good faith of the entire staff.



COSTS

Available on request.



Transparency, trust and loyalty are the best choice for sustainable business!





REQUIREMENTS FOR PARTICIPATION

The selection of attendees for any training course is essential for its success. Therefore, to obtain the best results from these sessions, the cooperatives invited to the training course should keep in mind the following criteria when proposing the course to their members:

- Select those members who have (or may hold in the near future) a post of responsibility or belong to a department closely related to the running of the company.
- There should be a mid to long-term commitment between these members and their organisations. Selecting those elected members who have just begun or are only halfway through their term is best. For technical staff, offering the training course to those individuals with a stable contract and a future in the organisation is preferable than offering this programme to those individuals whose contracts may expire in the upcoming months or those who are near retirement.
- Try to respect a gender balance by promoting a balanced male-female representation. This contributes to a strong peer organisation for future decision-making.



WHAT'S IN IT FOR YOU?

- All leaders, decision makers and staff of your organisation will better understand their roles and responsibilities and will better contribute to strengthen the Financial Management Systems.
- We will promote transparency and trust among your staff so that all members become loyal to their organisation. We believe that gaining loyalty among the members is your best choice for sustainable business.
- We will support your staff to draft a realistic action plan that will help you turn into a more effective, efficient and productive organisation.
- You will gain the needed strategic vision to respond to the demanding expectations of your clients and collaborators.



PROGRAMME

| WHEN? | WHAT? |
|-------|-------------------------------------------------------------------------------------------------------|
| Day 1 | Welcome and presentation; Key principles and concepts of financial management; Financial health check |
| Day 2 | Financial planning |
| Day 3 | Accounting records and budgeting control |
| Day 4 | Cooperative financial statements and taxation |
| Day 5 | Internal control systems; Summary and closing |



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Agriterra is an agri-agency founded by the Dutch agricultural sector that professionalises farmer organisations and cooperatives worldwide in order to better serve the needs and interests of their member farmers.

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