

# **Accounting And Finance For Non Specialists**

## **Peter Atrill**

Accounting and Financial Fundamentals for NonFinancial ExecutivesAccounting and Finance for Non-specialistsBusiness Accounting and Finance for Non-specialistsAccounting Essentials for Hospitality ManagersMulti PackFinancial Management and Accounting in the Public SectorAccounting and Finance for ManagersFinance for Non-Finance ExecutivesExam Prep for: Accounting and Finance for Non-Specialist Accounting for Non-AccountantsThe Essentials of Finance and Accounting for Nonfinancial ManagersFinancial Management for Non-Financial ManagersAccounting for Non-accountantsAccounting and Finance for Non-specialistsAccounting and Finance for Non-finance ManagersACCOUNTING AND FINANCE FOR NON-SPECIALISTS, 10/E 12 MONTHS.Accounting and FinanceAn Introduction to Accounting and Managerial FinanceBusiness Accounting and Finance for Non-specialistsAccounting and Finance for Non-SpecialistsFinance SenseAccounting and Finance for ManagersACCOUNTING AND FINANCE FOR NON-SPECIALISTS.ValuepackFinance for Non-financial ManagersExam Prep for: Accounting and Finance for Non-Specialists Accounting for Non-accountantsACCOUNTING AND FINANCE FOR NON-SPECIALISTS 11TH EDITIONFinance and Accounting for Nonfinancial ManagersFinance and Accounting for NonFinancial ManagersOnline Course PackExam Prep for: Business Accounting And Finance for Non- The Finance BookThe End of Accounting and the Path Forward for Investors and ManagersAccounting for Non-Financial ManagersAccounting and Finance for Non-accountantsThe McGraw-Hill 36-Hour Course: Finance for Non-Financial Managers 3/EAccounting and Finance for Non-Specialists with MyAccountingLabFinance and Accounting for Nonfinancial ManagersFinance & Accounting for Nonfinancial Managers

## **Accounting and Financial Fundamentals for NonFinancial Executives**

### **Accounting and Finance for Non-specialists**

This valuepack consists of Interpreting Company Reports, 10/e by Holmes (ISBN: 9780273711414) and Accounting and Finance for Non-Specialists, 6/e by Atrill/McLaney (ISBN: 9780273716945)

### **Business Accounting and Finance for Non-specialists**

For non-accountant hospitality managers, accounting and financial management is often perceived as an inaccessible part of the business. Yet having a grasp of accounting basics is a key part of management. Using an 'easy to read' style, this book provides a comprehensive overview of the most relevant accounting information for hospitality managers. It demonstrates how to organise and analyse accounting data to help make informed decisions with confidence. With its highly practical approach, this new Edition: Quickly develops the reader's ability to adeptly use and interpret accounting information to further organisational decision

making and control Demonstrates how an appropriate analysis of financial reports can drive your business strategy forward from a well-informed base Develops mastery of key accounting concepts through financial decision making cases that take a hospitality manager's perspective on business issues Presents accounting problems in the context of a range of countries and currencies Includes a new chapter that addresses a range of financial management topics that include share market workings, agency issues, dividend policy as well as operating and financial leverage Includes a further new chapter that provides a financial perspective on revenue management Includes accounting problems at the end of each chapter to be used to test knowledge and apply understanding to real life situations Offers extensive web support for instructors and students that includes powerpoint slides, solutions to end of chapter problems, test bank and additional exercises. The book is written in an accessible and engaging style and structured logically with useful features throughout to aid students' learning and understanding. It is a key resource for all future hospitality managers.

### **Accounting Essentials for Hospitality Managers**

#### **Multi Pack**

Accounting and Finance for Managers rebukes the myth that in order to excel in accounting and finance you need to be great at mathematics. Split into two broad sections which focus on financial accounting and management accounts, this textbook uses clear, accessible language that will appeal to students from a variety of academic backgrounds. Taking a uniquely practical approach that focuses on the financial aspects of business decisions, the textbook covers all the core topics of accounting and finance, including basic bookkeeping, financial analysis, business planning, cash-flow analysis and investment decisions. Now in its third edition, Accounting and Finance for Managers contains updates on new accounting standards and regulations, as well as featuring up-to-date real-world examples of real options, value chain analysis and competitive advantage analysis. This textbook features 'traditional' accounting practices in detail, but also covers topics with a strategic focus to ensure students learn to think in broader strategic terms. Written for an international audience using International Financial Reporting Standards (IFRS) terminology with supporting resources including additional exercise questions, curated further reading and lecture slides for each chapter.

### **Financial Management and Accounting in the Public Sector**

Now in its 10th edition, Accounting for Non-Accountants provides the perfect introduction to the basics of accounting and finance. Designed for non-specialists with little or no background in accounting, it guides readers through the maze of financial terms and accounting concepts and techniques in a clear and easy-to-follow style. Updated for 2015, Accounting for Non-Accountants includes information on the new UK GAAP accounting standards as well as an overview of current international standards, and is structured to provide in-depth understanding in three key areas: annual accounts (including income statements, balance sheets, cash flow and reporting standards); management accounting

(costing, marginal costing and budgetary controls); and financial management (including the cost of capital, working capital, investment appraisal and performance analysis).

## **Accounting and Finance for Managers**

A guide for businesspeople covers such essentials as financial statements, balance sheets, liabilities, assets, and income statements.

## **Finance for Non-Finance Executives**

This edition of 'Accounting and Finance for Non-Specialists' provides comprehensive coverage of the basic concepts and practical applications of financial accounting, management accounting and financial management.

## **Exam Prep for: Accounting and Finance for Non-Specialist**

## **Accounting for Non-Accountants**

## **The Essentials of Finance and Accounting for Nonfinancial Managers**

The Finance Book will help you think and manage like a financial strategist. Written specifically for non-finance professionals, it will give you all you need to know to manage your business more effectively and think more strategically. It will help you to: Have the confidence to read and interpret financial statements Ask the right questions about financial performance Apply important financial tools and ratios Learn how to think financially and make better strategic financial decisions Covering business finance, accounting fundamentals, budgeting, profitability and cash management, you'll find the tools you need in order to make the best financial decisions for your business. 'Essential reading for any non-finance professional. This is an easy to read and practical guide to the world of finance.' Paul Herman, Group CEO, Bluebox Corporate Finance 'A really helpful, well organised and easy to understand primer and reference book for those who aren't accountants but still need to understand the accounts.' Roger Siddle, Chairman, Cordium Group 'A great book. At last, a guide that demystifies and encourages business owners to practically understand financial matters. A must read.' Gordon Vater CEO, RiiG Limited

## **Financial Management for Non-Financial Managers**

Accounting and Finance: An Introduction, " "now in its eighth edition," "contains all the information you need to start your business career. With its use of practical techniques and real-world examples, this best-selling text teaches you the basics of understanding and using financial information. This comprehensive guide covers financial accounting, management accounting and financial management in a single text, and provides you with the tools to make informed, successful business

decisions. Key Features Up-to-date coverage, including the latest IFRSs and corporate governance content plus a discussion of financing and dividend policies Accessible step-by-step approach helps you master the subject one step at a time New real world examples provide opportunities to apply and develop techniques Progress checks, activities and exercises reinforce learning Focus on decision-making prepares you for careers in business Eddie McLaney is Visiting Fellow in Accounting and Finance at Plymouth University. Peter Atrill is a freelance academic and author working with leading institutions in the UK, Europe and SE Asia. He was previously Head of Accounting and law and Head of Business and Management at the Plymouth University Business School"

### **Accounting for Non-accountants**

This updated edition of the best-selling handbook Accounting for Non-Accountants provides the perfect introduction to the basics of accounting and business finance. It takes you through accounting and financial techniques and terms in an easy-to-follow style. Fully revised to include information on the latest accounting standards and changes in taxation law, it introduces concepts in a way intended to aid non-financial students, as well as managers from organizations of all sizes. It is divided into three main sections: annual accounts, management accounting and financial management, and contains examples and questions to test your understanding. Accounting for Non-Accountants is already widely used as an introductory text for business and management students on a variety of courses, and it remains essential reading for anyone wishing to truly understand accounting principles and practice.

### **Accounting and Finance for Non-specialists**

The book offers a basic and clear understanding of finance and accounting to non-finance professionals. It would also assist them understand the financial and accounting reports used in the business, appreciate the financial implications of their decisions, and communicate meaningfully with their colleagues in the language of accounting and finance. Salient Features: - Two new chapters: Corporate Valuation and Financial Risk Management - Four new Appendices: Frugal Innovations in Emerging Markets, Microsoft Excel as a Financial Calculator, Beta Values for Sensex Stocks and Supply Chain Management - Enhanced and updated content as per the latest financial changes

### **Accounting and Finance for Non-finance Managers**

Mastering the fundamentals of financial management is a must for those with a stake in their company's and their own professional future. Packed with step-by-step examples and illustrative case studies, and fully updated to reflect the latest changes in tax laws and accounting requirements, Finance and Accounting for Nonfinancial Managers is one-stop shopping for managers, entrepreneurs, seasoned executives, teachers, and students alike. Featuring a new chapter on accountability and ethics, and complete with Excel templates, study questions, and a teaching guide on the Web ([www.droms-strauss.c](http://www.droms-strauss.c)).

## **ACCOUNTING AND FINANCE FOR NON-SPECIALISTS, 10/E 12 MONTHS.**

### **Accounting and Finance**

Accounting and Finance for Non-Specialists, Ninth Edition Peter Atrill & Eddie McLaney "Attractive, compact and informative book" Chris Grover, University of Winchester "Written in a fluent and readable style and supplemented by numerous real world examples, Accounting and Finance for Non-Specialists is pretty unique in the field." Navjot Sandhu, Birmingham City University This market-leading text offers an accessible, effective introduction to key accounting and finance topics. With a focus on decision-making, Accounting and Finance for Non-Specialists also teaches you how to apply your learning to real-world business scenarios. The 9th edition retains the popular real world examples, progress checks, activities and exercises, and updates the coverage using an informal and engaging narrative. Key Features Up-to-date coverage, including the latest IFRSs Accessible step-by-step approach helps you master the subject one step at a time New real world examples provide opportunities to apply and develop techniques New progress checks, activities and exercises reinforce learning Focus on decision-making prepares you for careers in business Peter Atrill is a freelance academic and author working with leading institutions in the UK, Europe and SE Asia. He was previously Head of Accounting and law and Head of Business and Management at the Plymouth University Business School. Eddie McLaney is Visiting Fellow in Accounting and Finance at Plymouth University.

### **An Introduction to Accounting and Managerial Finance**

The impact of the global financial crisis on government funds has been significant, with squeezed budgets having to satisfy ever-increasing demands for public services. Managers working in the public sector are confronted daily with targets and demands that are often set in confusing accounting and financial language. In Financial Management and Accounting in the Public Sector, Gary Bandy employs a clear and concise narrative to introduce the core concepts of accounting and financial management in the public sector and how to deliver services that represent value for money. This second edition has been revised and updated throughout, offering: an increased focus on post-crisis austerity more international examples of public financial management greater coverage of governance, accountability and risk management With a glossary of terms to help managers understand and be understood by accountants, as well as learning objectives, case studies and discussion questions, this practical textbook will help students of public management and administration to understand the financial and accounting aspects of managing public services.

### **Business Accounting and Finance for Non-specialists**

Business Accounting and Finance for Non Specialists is aimed at non-specialist students of accounting and finance on a first course in the subject. It gives a lively and wide-ranging survey of the basic principles of finance, financial accounting and

management accounting. The unique approach taken in the first Section of the book is to look at small to medium sized business organisations and their role in the economy ? how they are set up, factors in their success and failure and how they source funds for expansion. This leads to discussion of the role of financial markets and their need for financial information. Sections 2 and 3 then give an account of financial and management accounting principles, respectively. The text is clearly written and technical jargon is minimal - any technical terms are clearly explained and a glossary of terms is provided. The book does not present the hurdle of double-entry bookkeeping at an early stage ? students can progress through the book without double-entry. Illustrative case studies and reference to real-life business examples are used to bring the technical information to life. Business Accounting and Finance for Non-specialists includes a large number of worked examples, to give students valuable practice in using their new skills. Other pedagogic elements include aims and learning outcomes, summaries, Case Studies with questions and solutions, individual learning activities, self-test questions with answers provided in the book, and exercises - the answers to which are divided between the book and the Lecturer?s Guide/Website. Business Accounting and Finance for Non Specialists is aimed at non-specialist students of accounting and finance on a first course in the subject. It gives a lively and wide-ranging survey of the basic principles of finance, financial accounting and management accounting. The unique approach taken in the first Section of the book is to look at small to medium sized business organisations and their role in the economy ? how they are set up, factors in their success and failure and how they source funds for expansion. This leads to discussion of the role of financial markets and their need for financial information. Sections 2 and 3 then give an account of financial and management accounting principles, respectively. The text is clearly written and technical jargon is minimal - any technical terms are clearly explained and a glossary of terms is provided. The book does not present the hurdle of double-entry bookkeeping at an early stage ? students can progress through the book without double-entry. Illustrative case studies and reference to real-life business examples are used to bring the technical information to life. Business Accounting and Finance for Non-specialists includes a large number of worked examples, to give students valuable practice in using their new skills. Other pedagogic elements include aims and learning outcomes, summaries, Case Studies with questions and solutions, individual learning activities, self-test questions with answers provided in the book, and exercises - the answers to which are divided between the book and the Lecturer?s Guide/Website.

### **Accounting and Finance for Non-Specialists**

This book introduces corporate financial management, based on the basic capital budgeting framework and the time value of money. It focuses on theoretical formulations and correct application of financial techniques that will help improve managerial and financial decisions. Based on fundamental principles of accounting and finance like time value of money and after-tax, it introduces readers to real-world constraints and complexities in the two fields. Written in a simple and accessible manner. It can be read by students of finance and accounting courses, business professionals and general public alike.

### **Finance Sense**

## **Accounting and Finance for Managers**

An innovative new valuation framework with truly useful economic indicators *The End of Accounting and the Path Forward for Investors and Managers* shows how the ubiquitous financial reports have become useless in capital market decisions and lays out an actionable alternative. Based on a comprehensive, large-sample empirical analysis, this book reports financial documents' continuous deterioration in relevance to investors' decisions. An enlightening discussion details the reasons why accounting is losing relevance in today's market, backed by numerous examples with real-world impact. Beyond simply identifying the problem, this report offers a solution—the Value Creation Report—and demonstrates its utility in key industries. New indicators focus on strategy and execution to identify and evaluate a company's true value-creating resources for a more up-to-date approach to critical investment decision-making. While entire industries have come to rely on financial reports for vital information, these documents are flawed and insufficient when it comes to the way investors and lenders work in the current economic climate. This book demonstrates an alternative, giving you a new framework for more informed decision making. Discover a new, comprehensive system of economic indicators Focus on strategic, value-creating resources in company valuation Learn how traditional financial documents are quickly losing their utility Find a path forward with actionable, up-to-date information Major corporate decisions, such as restructuring and M&A, are predicated on financial indicators of profitability and asset/liabilities values. These documents move mountains, so what happens if they're based on faulty indicators that fail to show the true value of the company? *The End of Accounting and the Path Forward for Investors and Managers* shows you the reality and offers a new blueprint for more accurate valuation.

## **ACCOUNTING AND FINANCE FOR NON-SPECIALISTS.**

Make simple sense of complex financial information! The high-profile accounting scandals of recent years have made one thing clear: You can't know too much about the company for which you work. What are the numbers? Where do you find them? How do they affect you and your staff? This fully revised and updated third edition of *The McGraw-Hill 36-Hour Course: Finance for Nonfinancial Managers* provides a firm grasp on what all the numbers really mean. Designed to let you learn at your own pace, it walks you through: The essential concepts of finance, so you can ask intelligent questions and understand the answers Vital statements and reports, with sections on pro forma financial statements and expensing of stock options The auditing process--what is measured, how it's measured, and how you can help ensure accuracy and completeness With chapter-ending quizzes and an online final exam, *The McGraw-Hill 36-Hour Course: Finance for Nonfinancial Managers* serves as a virtual professor, providing the curriculum you need to crunch the numbers like a pro!

## **Valuepack**

*Finance and Accounting for Nonfinancial Managers, Third Edition*, introduces the

reader to financial terminology, relates financial measures to operating information, enables the student to understand and apply financial measures to operating performance, and ties all of this to the current business environment. Today's managers, whether supervisors or senior executives, are expected to understand and use financial and operational measures, prepare and utilize budgets, respond to inquiries about the financial consequences of actions taken by them or by their department or team, and understand and use financial and accounting terminology—the common language of business measurement. Written in a conversational, easy-to-understand tone, the course treats finance and accounting from the perspective of users of financial information—it enhances their ability to communicate effectively with subordinates, other managers, senior executives, and accounting and finance professionals. It offers managers the ability to use and analyze financial information to improve the performance of their operations and to identify—and avoid—potential problems. The third edition includes discussion of the continuing transition of financial reporting to an international standard as well as consideration of the effects on accounting and finance resulting from the Recession of 2007-2009. New sections on how to read an annual report and navigating the shifts in the marketplace are also included. This edition has been updated throughout to provide managers with the most current and complete information available. Selected Learning Objectives

Participants will learn how to:

- Prepare budgets
- Read, understand, and use financial and operational measures
- Manage short-term assets
- Relate department performance to the big picture.

This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through [amaselfstudy.org](http://amaselfstudy.org) or purchase an online version of the course through [www.flexstudy.com](http://www.flexstudy.com).

## **Finance for Non-financial Managers**

### **Exam Prep for: Accounting and Finance for Non-Specialists**

This book is intended to help professionals gain an extensive working knowledge of critical financial principles in an easy-to-follow manner. This book is intended to help professionals, especially from functional areas other than finance—such as sales, marketing, human resource, research and development, production, and procurement—to gain an extensive working knowledge of critical financial principles in an easy-to-follow manner, enabling them to make critical business decisions involving cost-savings, budgets, new projects decisions, and growth strategies. The author introduces the key concepts of finance so you can contribute to the success of your business. These will help you understand the language used by accountants and how financial statements fit together. Furthermore, you will understand how to use ratio analysis to get a sense of the company's performance. In addition, readers will learn the concepts of management accounting and various kinds of decisions, including make-or-buy and shutdown. Readers will gain an understanding of how to implement budgeting and working capital management. The exciting part is also the chapter on investment appraisal, where readers will learn how to evaluate business proposals from a return standpoint.

## **Accounting for Non-accountants**

### **ACCOUNTING AND FINANCE FOR NON-SPECIALISTS 11TH EDITION**

J. Fred Weston provides managers and executives with the information they need to understand essential accounting principles, from vocabulary and financial statements to cash flow and valuation. Covering balance sheets, income statements, reporting measures, and even essential ratios, this practical, in-depth book provides a one-stop, reference for all aspects of finance and accounting, and will help managers take essential steps toward making informed decisions based on the numbers they face every business day.

## **Finance and Accounting for Nonfinancial Managers**

### **Finance and Accounting for NonFinancial Managers**

Accounting and Finance for Managers is specifically designed for the needs of MBA, EMBA and MA Business and Management students. It includes worked examples throughout the chapters, as well as real-world scenarios and full exercises at the end of each chapter. The book also includes 'Expert view' notes, which encourage students to think more broadly and present them with further issues to consider. For lecturers, the book begins with an indication of how the course material throughout the book might be divided over different time periods. Providing coverage of basic bookkeeping, readers will learn how to interpret financial statements and grasp underlying theory, interpret a cash budget and identify potential problems, identify appropriate pricing strategies to fit different markets and products/services and incorporate financial evaluation into operational decision making and problem solving. Online supporting resources for this book include bonus chapters covering topics such as cash flow, investment decisions and business planning, and lecture slides for each chapter.

## **Online Course Pack**

### **Exam Prep for: Business Accounting And Finance for Non-**

Now in its sixth edition, this successful text introduces the basic principles and underlying concepts of accounting and finance. It adopts a practical, non-technical approach, making it the ideal text for students from non-accounting disciplines. The text is written from a 'user' perspective, demonstrating ways in which accounting statements and financial information can be used to improve the quality of decision making.

## **The Finance Book**

Business Accounting and Finance for Non Specialists is aimed at non-specialist

students of accounting and finance on a first course in the subject. It gives a lively and wide-ranging survey of the basic principles of finance, financial accounting and management accounting. The unique approach taken in the first Section of the book is to look at small to medium sized business organisations and their role in the economy ? how they are set up, factors in their success and failure and how they source funds for expansion. This leads to discussion of the role of financial markets and their need for financial information. Sections 2 and 3 then give an account of financial and management accounting principles, respectively. The text is clearly written and technical jargon is minimal - any technical terms are clearly explained and a glossary of terms is provided. The book does not present the hurdle of double-entry bookkeeping at an early stage ? students can progress through the book without double-entry. Illustrative case studies and reference to real-life business examples are used to bring the technical information to life. Business Accounting and Finance for Non-specialists includes a large number of worked examples, to give students valuable practice in using their new skills. Other pedagogic elements include aims and learning outcomes, summaries, Case Studies with questions and solutions, individual learning activities, self-test questions with answers provided in the book, and exercises - the answers to which are divided between the book and the Lecturer?s Guide/Website. Business Accounting and Finance for Non Specialists is aimed at non-specialist students of accounting and finance on a first course in the subject. It gives a lively and wide-ranging survey of the basic principles of finance, financial accounting and management accounting. The unique approach taken in the first Section of the book is to look at small to medium sized business organisations and their role in the economy ? how they are set up, factors in their success and failure and how they source funds for expansion. This leads to discussion of the role of financial markets and their need for financial information. Sections 2 and 3 then give an account of financial and management accounting principles, respectively. The text is clearly written and technical jargon is minimal - any technical terms are clearly explained and a glossary of terms is provided. The book does not present the hurdle of double-entry bookkeeping at an early stage ? students can progress through the book without double-entry. Illustrative case studies and reference to real-life business examples are used to bring the technical information to life. Business Accounting and Finance for Non-specialists includes a large number of worked examples, to give students valuable practice in using their new skills. Other pedagogic elements include aims and learning outcomes, summaries, Case Studies with questions and solutions, individual learning activities, self-test questions with answers provided in the book, and exercises - the answers to which are divided between the book and the Lecturer?s Guide/Website.

## **The End of Accounting and the Path Forward for Investors and Managers**

### **Accounting for Non-Financial Managers**

### **Accounting and Finance for Non-accountants**

Financial Management for Non-Financial Managers is an accessible, practical and easy to understand guide that will allow any manager to gain confidence in understanding financial matters, managing a budget and dealing with bankers, accountants and finance professionals. A source of invaluable expert advice on all the essential aspects of financial management within the context of running a business, it covers: business structures, accounting and financial statements, analysis and ratios, planning, budgeting, product and service costing, setting selling prices, investment appraisal, finance and working capital, taxation and international transactions. This book explains financial literacy in the context of management, showing how improved awareness of finances can lead to increased value creation and protection for your business. Aimed at the practicing business manager, Financial Management for Non-Financial Managers includes case studies, spreadsheets and worked examples to accompany key skills and practices explained in the book.

### **The McGraw-Hill 36-Hour Course: Finance for Non-Financial Managers 3/E**

This package includes a physical copy of Accounting & Finance for Non-Specialists, Tenth Edition, by Peter Atrill and Eddie McLaney as well as access to the eText and MyLab Accounting. To access the eText and MyLab Accounting you need a course ID from your instructor. The 10th edition of this market-leading text offers an accessible, effective introduction to key accounting and finance topics. If you are new to accounting, or are studying a degree in accounting, this book will help you get to grips with the important principles of accounting and how to apply your learning to real-world business scenarios in a user-friendly manner.

### **Accounting and Finance for Non-Specialists with MyAccountingLab**

This multipack consists of Atrill & McLaney: Financial Accounting for Non-Specialists 4th Edition (ISBN 0273679627) and access to the Atrill & McLaney: Financial Accounting for Non-Specialists OneKey online resources. Now in its fourth edition, this successful text introduces the basic principles and underlying concepts of accounting and finance. It adopts a practical, non-technical approach, making it the ideal text for students from non-accounting disciplines. The text is written from a 'user' perspective, demonstrating ways in which accounting statements and financial information can be used to improve the quality of decision making.

### **Finance and Accounting for Nonfinancial Managers**

"Filled with crystal-clear examples, the book helps you understand: balance sheets and income/cash flow statements; annual reports; fixed-cost and variable-cost issues; financial analysis, budgeting, and forecasting; and much more"--Back cover.

### **Finance & Accounting for Nonfinancial Managers**

The world of finance and accountancy can seem one of impenetrable mystery but it is one that many managers have to face in their day to day lives. With its comprehensive coverage of the subject, Teach Yourself Finance for Non Financial Managers allows you not only to ask pertinent questions but also to understand the answers. Chapter by chapter, the workings of finance are mapped out and laid bare - the formal reports, the methods used to prepare the numbers and what accountants actually do every day. This fourth edition is fully updated to reflect current allowances, rates and regulations and further information. It also includes even more questions (with comprehensive answers) to challenge the reader's understanding. Detailed explanations are provided in a clear, jargon-free style and backed up with lots of practical examples. Areas covered include: - basic terminology - accounting concepts and principles - profit & loss accounts and cash flow management - how accounts departments work - corporate financial planning. There is also a section on personal finance.

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