



Finance, Accounting and Banking

Certificate in Budgeting and Cost Management

Course Introduction

Budgeting and cost management are critical competencies for professionals across all sectors—not only for those working in finance. In today's dynamic and cost-sensitive business environment, managers and decision-makers must be equipped with the tools and knowledge to plan effectively, manage financial resources wisely, and drive value from every dollar spent.

This five-day comprehensive course is designed to provide participants with a solid foundation in financial planning, budgeting processes, and cost control techniques. Through a structured learning journey, the course explores the full budgeting cycle—from aligning budgets with strategic goals, to building operational and capital budgets, to monitoring performance and making real-time financial decisions. The content combines theoretical principles with practical application using case studies, budgeting tools, and scenario-based exercises.

Participants will explore the key differences between fixed and variable costs, understand cost allocation and cost behaviour, and learn how to construct, manage, and review budgets within their own work context. In addition, the course delves into performance measurement, variance analysis, and forecasting techniques to help professionals respond to financial deviations and reforecast with agility.

Target Audience

- Department Managers and Team Leaders
- Budget Officers and Financial Controllers
- Operations and Project Managers
- HR, Procurement, and Admin professionals involved in budget planning
- Professionals transitioning into finance-related responsibilities
- Entrepreneurs and business owners seeking financial clarity and discipline

Learning Objectives

- Understand the strategic role of budgeting and its integration with business planning
- Develop comprehensive operating and capital budgets using proven methods
- Apply key principles and tools of cost management and cost control
- Analyse variances and assess budget performance using financial metrics
- Use budgeting techniques to support decision-making, forecasting, and resource allocation
- Improve cost-efficiency and contribute to long-term financial sustainability

Course Outline

• DAY 01

The Strategic Role of Budgeting

- Understanding financial planning within the organizational context
- Linking strategic goals to financial objectives
- Types of budgets: operating, capital, cash flow, flexible
- Key financial principles for non-finance managers
- The budgeting cycle: phases and stakeholders

• Day 02

Preparing Operating and Capital Budgets

- Gathering and analyzing historical financial data
- Estimating revenues and forecasting sales
- Budgeting for expenses: fixed vs. variable costs
- Capital budgeting basics: evaluating investment proposals
- Budget templates and departmental submissions

• Day 03

Cost Management and Control Techniques

- Understanding direct, indirect, and overhead costs
- Activity-Based Costing (ABC) and cost drivers
- Cost allocation models and responsibility centers
- Setting cost targets and using cost benchmarks
- Practical cost reduction strategies

• Day 04

Monitoring, Variance Analysis, and Forecasting

- Tracking budget performance and identifying variances
- Root cause analysis and corrective actions
- Rolling forecasts and adaptive budgeting
- Integrating financial and non-financial KPIs
- Dashboards and budget reporting tools

• Day 05

Budgeting for Decision-Making and Continuous Improvement

- Using budgets to support business cases and investment decisions
- Linking budgets with performance management
- Stakeholder communication and presentation of budgets
- Building a culture of accountability and financial awareness

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 15, 2025	Sept. 19, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Abu Dhabi

