

FINANCE & ACCOUNTING | COURSE BROCHURE

Budgeting Masterclass Training

5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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Course content

Why attend

This Budgeting Masterclass Training equips professionals with advanced budgeting techniques, tools, and strategies. Participants will learn to create, manage, and analyse budgets effectively, ensuring financial stability and informed decision-making in their organisations, which is essential for sustainable growth and operational efficiency.

Budgeting is a critical skill for professionals tasked with financial oversight and resource allocation. Many organisations struggle with budget alignment to strategic goals, leading to financial inefficiencies and missed opportunities. This course addresses these challenges by equipping participants with essential budgeting skills, enabling them to create accurate budgets that reflect organisational priorities and financial realities. Participants will learn to forecast revenues and expenses, ensuring that budgets are not only realistic but also strategically aligned with the organisation's mission. This capability is vital for effective financial management and long-term success.
Participants will engage in practical exercises that simulate real-world budgeting scenarios, allowing them to develop actionable budgets, perform variance analysis, and make informed decisions based on financial data. By practising these skills, learners will enhance their ability to communicate budgetary needs and adjustments to stakeholders effectively. The course also focuses on integrating budgeting with strategic planning, ensuring that participants can contribute to their organisation's overall financial health. This practical approach ensures that learners can immediately apply their skills to improve financial management in their roles, making them valuable assets to their teams.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, interactive workshops, and simulations to build budgeting capabilities. Participants will engage in group discussions to analyse budgeting challenges and apply learned techniques to realistic scenarios. Each session culminates in a practical output, such as a completed budget proposal or variance report, demonstrating their understanding and application of the concepts. Additionally, participants will receive feedback on their work, allowing them to refine their budgeting skills and strategies. This hands-on approach ensures that learners not only grasp theoretical concepts but also gain practical experience that can be applied in their professional environments, enhancing their overall budgeting proficiency.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse organisational financial data to inform budget decisions and projections.
• Design comprehensive budgets that align with strategic objectives and operational needs.
• Calculate variances between budgeted and actual figures accurately and effectively.
• Prioritise budget allocations based on organisational needs and strategic goals.
• Assess the impact of external factors on budget performance and adjustments.
• Construct a budget proposal for a specific project or initiative, including justifications.
• Justify budget adjustments based on performance analysis and stakeholder feedback.
• Evaluate budgeting tools and software for enhanced efficiency and accuracy in reporting.

Target audience

This course is suitable for:
• Financial analysts responsible for budget preparation and analysis, ensuring accuracy and compliance.
• Project managers needing to manage project budgets effectively and align them with project goals.
• Department heads overseeing operational budgets and resource allocation to meet departmental objectives.
• Small business owners aiming to improve financial planning and control for sustainable growth.

Target competencies

Participants will develop competencies in:
• Advanced budget creation and management skills for various organisational contexts.
• Proficiency in variance analysis and reporting to stakeholders.
• Ability to align budgets with strategic objectives and operational realities.
• Competence in using budgeting software and tools for efficiency.
• Skill in prioritising financial resources effectively based on data analysis.
• Capability to assess external financial influences on budgets and adjust accordingly.

Course outline

Day 1: Foundations of Budgeting

Applied activity: Participants will review a fictional company's past financial statements to identify trends and set realistic budget goals for the upcoming year. They will apply historical data to inform their decisions and enhance forecasting accuracy, ensuring that their proposed budget aligns with the company's strategic objectives.
Output: A preliminary budget outline based on historical performance and strategic goals.



Course content

09:00–09:54	Understanding budgeting concepts and terminology relevant to various sectors.
09:54–10:48	Identifying types of budgets: operational, capital, and cash flow, and their uses in financial planning.
10:48–11:00	Exploring the budgeting cycle and its importance in ensuring financial discipline.
11:00–11:30	**Coffee break**
11:30–12:12	Exploring the budgeting cycle and its importance in ensuring financial discipline. (continued)
12:12–13:06	Analysing historical financial data for budgeting and forecasting purposes effectively.
13:06–14:00	Setting realistic financial goals and objectives based on organisational strategy and needs.

Day 2: Budget Design and Development

Applied activity: In groups, participants will develop a departmental budget using zero-based budgeting principles. They will justify each line item based on necessity and strategic alignment with organisational objectives, ensuring that all expenses are critically evaluated and supported by data.
Output: A detailed departmental budget proposal with justifications for each expense.

09:00–09:54	Steps in creating a comprehensive budget that aligns with organisational goals and objectives.
09:54–10:48	Incorporating stakeholder input into budget planning for better alignment and acceptance.
10:48–11:00	Utilising zero-based budgeting techniques to justify all expenses and resource allocations.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising zero-based budgeting techniques to justify all expenses and resource allocations. (continued)
12:12–13:06	Developing revenue forecasts and expense estimates based on market analysis and trends.
13:06–14:00	Creating budget templates for various departments to standardise processes and improve efficiency.

Day 3: Variance Analysis and Reporting

Applied activity: Participants will analyse a set of fictional budget reports to identify variances. They will prepare a presentation summarising their findings, implications, and recommendations for corrective actions to be taken, ensuring they can communicate effectively with stakeholders about budget performance.
Output: A variance analysis report with detailed findings and actionable recommendations.

09:00–09:54	Understanding variance analysis and its significance in effective financial management.



Course content

09:54–10:48	Calculating and interpreting budget variances to identify discrepancies and their causes.
10:48–11:00	Identifying causes of variances: favourable vs. unfavourable and their implications for decision-making.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying causes of variances: favourable vs. unfavourable and their implications for decision-making. (continued)
12:12–13:06	Reporting variances to stakeholders effectively and transparently to maintain trust.
13:06–14:00	Implementing corrective actions based on variance analysis to improve future budgeting processes.

Day 4: Budget Adjustments and Revisions

Applied activity: Participants will simulate a budget revision process in response to unexpected financial changes. They will discuss potential adjustments and their implications for the organisation's financial health and strategic direction, ensuring they understand the importance of flexibility in budgeting.
Output: A revised budget document with justifications for changes made in response to new information.

09:00–09:54	Recognising when to adjust budgets based on performance and changing circumstances in the market.
09:54–10:48	Strategies for effective budget revisions to maintain alignment with organisational goals.
10:48–11:00	Communicating budget changes to stakeholders for transparency and buy-in to the process.
11:00–11:30	**Coffee break**
11:30–12:12	Communicating budget changes to stakeholders for transparency and buy-in to the process. (continued)
12:12–13:06	Assessing the impact of changes on financial performance and resource allocation decisions.
13:06–14:00	Documenting budget adjustments for accountability and future reference in financial planning.

Day 5: Integrated Budgeting Strategy

Applied activity: Participants will create an integrated budgeting strategy for a fictional organisation. This will incorporate long-term goals, technology solutions, and stakeholder engagement strategies to ensure comprehensive financial oversight and alignment with organisational objectives.
Output: A comprehensive integrated budgeting strategy document that outlines key components and implementation steps.



Course content

09:00–09:54	Developing a long-term budgeting strategy that supports organisational growth and sustainability.
09:54–10:48	Integrating budgeting with strategic planning processes for cohesive financial management.
10:48–11:00	Utilising technology for budgeting efficiency and accuracy in reporting and analysis.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising technology for budgeting efficiency and accuracy in reporting and analysis. (continued)
12:12–13:06	Evaluating budgeting tools and software options for enhanced performance and user-friendliness.
13:06–14:00	Creating a culture of financial accountability and continuous improvement in budgeting practices across the organisation.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.-**
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,860.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.-**
Istanbul Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Amsterdam Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,540.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Singapore Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,820.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Rome Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Frankfurt Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,650.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,860.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.-**
Istanbul Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,650.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Amsterdam Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,540.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Singapore Confirmed dates	10 May 2027	14 May 2027	**£2,820.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
London Confirmed dates	24 May 2027	28 May 2027	**£2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**£1,890.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**£3,150.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Frankfurt Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,450.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Paris Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,860.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,650.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Amsterdam Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,540.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Singapore Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,820.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Barcelona Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,840.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**£3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Frankfurt Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Paris Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,860.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Vienna Confirmed dates	29 Nov 2027	3 Dec 2027	**£2,940.–**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.–**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Amsterdam Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,540.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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