

ACCOUNTING & MANAGEMENT FOR ENGINEERS WORKSHOP



VINCENT UNO

BCom CPA JP Tax Agent

- Director of Engineering Accountants and Advisors.



DELE OMISORE

- Worked in Insurance and Financial Services in the UK and Australia, with a focus on Professional Indemnity Insurance.



JOEL EDELMAN

- Financial adviser - works with clients to protect and build their wealth through succession planning, ownership and key-person protection.

WORKSHOP SUMMARY

This workshop has been specifically designed for engineering managers and consulting engineers, to assist them in running a more efficient and effective team or business.

After attending this course, you should have an understanding of:

- **Tax deductions** prescribed for the engineering profession.
- The pros and cons of various **trading structures**.
- Techniques and strategies for achieving **goals and objectives**.
- Insurance as a means of **risk mitigation**.
- **Policy and procedure** development to ensure quality control.
- How to read and understand **financial statements**.
- Setting employee **charge rates** to ensure a return on investment.

If you provide consulting services or have aspirations for senior management, then this is a must attend event.

PROGRAMME (8.30 - 9.00 Registration)

9.00 - 9.45 Session 1 (Vincent Uno)

- ATTRIBUTES OF SUCCESSFUL MANAGERS, TRADING STRUCTURES AND TAX PLANNING

- Attributes of a successful manager or consulting engineer.
- Engineers Australia's Code of Ethics and what it means for you.
- Maximise your tax refunds after reviewing the ATO's occupation specific deduction guidelines for the engineering profession.
- The pros and cons of the following trading structures, and whether a restructure should be considered.
 - o Sole Trader
 - o Partnership
 - o Company
 - o Trust

9.45 - 10.30 Session 2 (Vincent Uno)

- STRATEGIC AND BUSINESS PLANNING FOR MANAGERS AND CONSULTING ENGINEERS

- Preliminary planning process using S.W.O.T Analysis
- The 10 step strategic planning process
- Defining and achieving business goals and objectives using the S.M.A.R.T principle.
- Implementation and design of Action Plans
- Setting and monitoring Key Performance Indicators (KPIs).

10.30 - 11.00 Morning Tea

11.00 - 12.30 Session 3 (Vincent Uno)

- MANAGEMENT POLICIES, PROCEDURES AND RISK MITIGATION

- Developing Policies and Procedures
- Client Engagement Letters
- Risk Mitigation in the areas of:
 - o Human Resources
 - o Information Technology and Cyber Security
 - o Email Correspondence
- Key focus areas that all businesses should maintain quality control.

12.30 - 1.30 Lunch (Provided at Venue)

1.30 - 3.00 Session 4 (Dele Omisore & Joel Edelman)

- INSURING AGAINST RISK AND TAX DEDUCTIBILITY OF PREMIUMS

- Different insurances to be considered:
 - o Professional Indemnity
 - o Public Liability
 - o Workers Compensation
 - o Income Protection
 - o Total Permanent Disability
 - o Life Cover
 - o Critical Illness
 - o Keyman
 - o Business Continuity

3.00 - 3.30 Afternoon Tea

3.30 - 5.00 Session 5 (Vincent Uno)

- FINANCIAL STATEMENT ANALYSIS AND CHARGE RATES

- The Peter Principle
- Reading and understanding the components of financial statements:
 - o Compilation Report
 - o Directors Declaration
 - o Balance Sheet
 - o Profit and Loss Statement
 - o Statement of Equity
- Practical application of ratio analysis to determine team/business's profitability, return on capital, liquidity, borrowing capacity and debtor collectability.
- Techniques to control cash flow and work in progress.
- The calculation charge rates and the salary cost multiplier to ensure that overall team/business profitability targets have the ability to be met and that employee output performance can be benchmarked.

5.00 - 5.15 Certificate of Attendance & Feedback sheets



ENGINEERING
ACCOUNTANTS ♦ ADVISORS

COURSE COST

- 1 day course – \$590 pp

DATES, VENUES & REGISTRATION

- Registration form (back of catalogue)
- Visit our website www.etia.net.au

FURTHER INFORMATION

- Office (02) 9899 7447
- Mobile 0413 998 031
- Email registrations@etia.net.au