



ACCOUNTING & MANAGEMENT FOR ENGINEERS WORKSHOP

VINCENT UNO *(vincent@suaa.com.au)*



- BCom CPA JP Tax Agent
- Director – Stott & Uno Accountants & Advisors.
- 20+ years' experience and member of CPA Australia.
- Small business specialist helping clients with taxation, accounts, bookkeeping, business advisory services & business development.

SAMUEL UNO *(samuel.uno@mortgagechoice.com.au)*



- BCom CA Dip. Mortgage Broking
- Franchise Owner – Mortgage Choice
- Member of Mortgage & Finance Association of Australia.
- 20+ years' experience within the Mortgage Broking industry.
- Assists clients with home loans, investment loans, business lending or personal loans.

WORKSHOP SUMMARY **8 hours of CPD**

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.

There will be tutorial exercises throughout this workshop.

PROGRAMME *(8.30am Zoom invite will be emailed)*

9.00 – 11.00 Session 1

- 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



11.00 - 11.15 Morning Break

11.15 - 1.00 Session 2

- 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).

1.00 - 1.30 Lunch Break

1.30 – 3.00 Session 3

- 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.

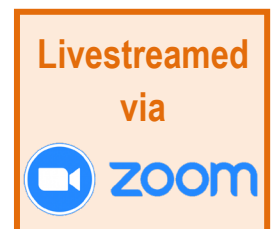
3.00 - 3.15 Afternoon Break

3.15 - 5.00 Session 4

- FINANCIAL STATEMENT ANALYSIS AND CHARGE RATES

- 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
- The Peter Principle
- 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.
- Tutorial exercise and solutions.

Certificate of Attendance will be emailed



• One day course – **\$700 pp**

FURTHER INFORMATION

- (02) 9899 7447
- +61 413 998 031
- registrations@etia.net.au

• *To register, visit our website www.etia.net.au OR scan the QR Code.*

