

20th June 2023

Invitation for a Six (6) days training on Finance for Non -Financial Managers, Tax and Human Resource Compliances to be held from 17th to 22nd July Corridor Springs Hotel-Arusha-WITH ONE DAY NGORONGORO TOUR

Course Introduction

Auditax International has organized a 6 days seminar on Finance for Non -Financial Managers, Tax and Human Resource Compliances to be held **from 17th to 22nd July 2023 at Corridor Springs Hotel-Arusha (WITH ONE DAY NGORONGORO TOUR)**. The training is for those in managerial and non-managerial roles and professionals in all disciplines such as Human resource, operations, procurement, project management, marketing, sales, business development, production etc. including Human Resource Managers, Human Resource Officers, Administrators, Chief Executive Officers and Managing Directors, Accountants, Auditors, Directors, Heads, Managers and Assistant Managers, Board Members and other professionals of various departments in the public Sector, Non-Governmental Organizations (NGOs), Banks, Insurance, Telecommunications, Construction, Microfinance, Manufacturing, Public Sector, Real Estate Development, Academic Institutions etc.

Scope of the Seminar

- The Art of Finance and the Key Financial Statements
 - ✓ Understand the balance sheet, income statement and cash flow statement
 - ✓ How are these statements prepared? What do they tell us? How do they interact?
- Interpretation of Financial Statements and the Power of Ratios
 - ✓ Learn what the numbers are really telling you
 - ✓ How should you go about assessing the financial performance of your organization and benchmark them against your competitors?
- Growing your profits through rationalizing your business
- The difference between Profits and Cash and which is more important
- Budgeting and Performance Management.
- Various Taxes applicable in Tanzania (VAT, Withholding taxes, Corporate taxes, etc.) and how to manage Tax Risks
- Employment taxes and related risks
 - ✓ Managing payroll compliance and related risks
 - ✓ Pensions: Understand the compliance requirements for NSSF, PSSF and WCF
 - ✓ Other payroll taxes i.e PAYE, SDL etc
- Key Provisions of the Employment and Labour Relation Act
 - ✓ Prohibition of Child Labour and forced labour
 - ✓ Prohibition of Discrimination in work place
 - ✓ Contracts of Employment
 - ✓ Written Statement of Particulars
 - ✓ Hours of Work
 - ✓ Remuneration
 - ✓ Leave
 - ✓ Handling Termination of Employment
 - ✓ Records to be kept by employer and employee



- Preparation of appropriate HR Manual
- Managing Employees Performance
 - ✓ Setting performance objectives
 - ✓ Performance appraisal
 - ✓ Managing poor performance
- Handling Labour disputes at Work place
 - ✓ Handling Conflicts and grievances at work place
 - ✓ Handling of Disciplinary Processes and Procedures
 - ✓ Common mistakes that may affect your employment/Labour case

Fees and payment: TZS 890,000 per person (VAT inclusive)-including lunch. **Payments should be through bank deposit to Account no: 0150303162800, CRDB Bank, Account Name: Auditax International** or by cheque payable to Auditax International and delivered to our offices: Dar es Salaam: Garden Avenue Tower, 7th Floor, Ohio Street / Garden Avenue. **Confirmation:** Kindly confirm attendance by calling +255 719 878490 or Email: info@auditaxinternational.co.tz:

Straton Makundi

A handwritten signature in blue ink, appearing to read 'Straton Makundi', enclosed in a thin black rectangular border.

Training Partner