

Improve your financial management skills in EU projects!

Date: 10-14 Sep 2012
 Venue: Florence, Italy
 Duration: 24 hours
 Language: English
 Organiser: Tk Formazione
 Contact: c.boschi@tkformazione.it

Funding: Grundtvig In-Service-Training Grant

Application deadline: 30. April 2012

Reference number IT-2012-817-001

Certification: Certificate of attendance incl. description of training content and time input + Europass

Objectives

- To improve the competence of project managers and administrative staff by developing their skills in financial management.
- To support project managers and administrative staff in the daily work for financial management of EU projects.
- To exchange experience with colleagues from other countries.

Target audience

- Management staff in institution/organisation involved in EU funded projects
- Financial manager, administrative/accountant staff



Programme

Course contents and timetable	
Training modules	Duration
<u>Module 1 – Introduction to Project Cycle Management (PCM)</u> <ul style="list-style-type: none"> - Refreshing the knowledge of PCM - Meaning and importance of financial management in PCM 	2 hours
<u>Module 2 – Preparing the proposal</u> <ul style="list-style-type: none"> - Budget definition - Eligible / Non-eligible costs - Cost categories - Tools for budget calculation - Letter of intent 	6 hours
<u>Module 3 – Management</u> <ul style="list-style-type: none"> - Role and responsibilities - Forwarding the European grant to partners - Revising the project budget - Internal financial reporting system - Documentation of costs 	6 hours
<u>Module 4 – Reporting</u> <ul style="list-style-type: none"> - Purpose of reporting - Internal reporting system - Common templates - Tools for costs calculation - Numbering system of financial documents 	6 hours
<u>Module 5 – Audit</u> <ul style="list-style-type: none"> - Definition of audits - External audits - Types of audits - Consequences of audits - Preparation for an audit - Surviving and audit 	4 hours

Some impressions from the pilot course...

16-17 Feb 2012 – Porto (Portugal)

“I will be sharing this with other colleagues!”
“I now feel prepared for being a partner in a multilateral project”
“Good information that I can use as a tool in my projects.”
“The course helped me to improve my work in financial management. Especially the examples from real projects were very useful and I really like the material that can use in my daily work.”

3 steps to register to the FinMan course...

1. Download the application form from the FinMan website (www.fin-man.eu)
2. Send it together with your CV to TK Formazione for the course in Florence (contact: Ms. Caterina Boschi, c.boschi@tkformazione.it)
3. Wait until you receive a letter of invitation (pre-registration form) from the organising institution



The FinMan team looks forward to hearing from you!

3 steps to apply for a Grundtvig grant...

Candidates can apply to a grant through their home National Agency. The details of each candidate's application will be individually assessed by National Agencies.

1. Contact your National Agency to get an application form (http://ec.europa.eu/education/programmes/llp/national_en.html)
2. Send the completed application form and the letter of invitation from the organising institution to your National Agency
3. Wait for approval and contact the organising institution to confirm your pre-registration (also contact them in case you have not been awarded a grant)

The application deadline is April 30th, 2012!

Save the date for...

...FinMan Conference in Graz | Sep 21 2012

The final conference of FinMan will be organised in Austria at Castle Retzhof in Leibnitz/Leitring nearby Graz. The conference will present the final outcomes of the project and the opportunity to also test the material and tools in practice. A detail programme will soon be available!

www.fin-man.eu



Partnership

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