

## Financial Management in Emergencies (2 days)

*Managing and mitigating financial risk in the first critical weeks of a response*

### Course overview

The aim of the course is to ensure that financial resources are used effectively to save lives and reduce human suffering in emergencies. The course will help participants identify, manage and mitigate major potential financial risks during the first weeks of an emergency.

This participatory course will be based on the practical tools in [Financial Management for Emergencies](#). It includes short presentations and group work. Discussions and individual activities are based on the participants' experiences and the challenges they are facing.

### Who should attend

The course is designed for:

- Emergency programme managers
- Financial, logistics and administrative staff
- Donor staff

### How you and your organisation will benefit – Learning Objectives

By the end of this course, participants will be able to:

- Identify the major potential financial risks which they may encounter in the first weeks of an emergency response
- Manage and mitigate these risks by:
  - Preparing a useful budget
  - Establishing good relationships with donors
  - managing cash
  - Recruiting the right finance staff
  - Creating systems to record where money is coming from and going to
  - Creating systems to control how money is used

### Course programme

Day 1	<ul style="list-style-type: none"> <li>▪ Participant introductions and expectations</li> <li>▪ Whirlwind tour of the challenges of financial management in emergencies</li> <li>▪ Practical tools for managing finance which can be used from day one</li> <li>▪ Identifying risks – likelihood and impact</li> <li>▪ Participant experience – learning from each other's experience</li> </ul>
Day 2	<ul style="list-style-type: none"> <li>▪ Managing and mitigating risks</li> <li>▪ Roles, responsibilities and financial staff</li> <li>▪ Strategies to prevent theft and fraud</li> <li>▪ Systems to establish financial controls</li> <li>▪ Evaluation and personal action plan</li> </ul>