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Leveraging ICT for Effective Financial Management for Non-Finance Officers in the Public Sector

Course Overview

The **"Digital Fiscal Leadership: ICT for Non-Finance Managers"** is a 5-day intensive program. It addresses the reality that modern African governance requires all senior officers to be "financially literate in a digital world." The course demystifies the technical side of public finance by teaching participants how to navigate digital dashboards, use data analytics for resource planning, and leverage automated systems to ensure compliance and prevent "ghost" expenditures or leakages.

Program Objectives

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

- **Navigate IFMIS Platforms:** Understand the end-to-end digital workflow from budget requisition to payment.
- **Interpret Data Dashboards:** Use real-time financial data to monitor project progress and budget burn rates.
- **Automate Resource Planning:** Utilize digital tools for more accurate forecasting and "Program-Based Budgeting."
- **Strengthen Cyber-Financial Security:** Protect institutional digital signatures and financial credentials from fraud.
- **Enhance Accountability:** Use digital audit trails to satisfy oversight bodies and improve departmental transparency.

Course Coverage (Modules)

Day 1: The Digital PFM Landscape in Africa

- **Introduction to GovTech:** How ICT is transforming Public Financial Management (PFM) across the continent.
- **Understanding the IFMIS Ecosystem:** A non-technical guide to how digital ledgers work.

- **The "Paperless" Transition:** Strategies for moving from manual vouchers to digital approvals.

Day 2: Digital Budgeting & Forecasting

- **Data-Driven Planning:** Using historical data and ICT tools to project resource needs.
- **E-Budgeting Modules:** Practical walkthrough of entering and defending budget proposals within the digital system.
- **Predictive Analytics:** Using simple software tools to anticipate fiscal bottlenecks.

Day 3: Real-Time Expenditure Tracking

- **The Executive Dashboard:** How to read and customize visual financial reports.
- **Digital Procurement Integration:** Tracking the financial lifecycle of a contract from e-tendering to final payment.
- **Commitment Control:** Using ICT to ensure no "unauthorized" spending occurs outside the system.

Day 4: Digital Audit & Fraud Prevention

- **The Digital Trail:** How to use system logs to verify the authenticity of transactions.
- **Internal Controls in a Digital World:** Automated "Check-and-Balance" mechanisms within government software.
- **Cyber-Hygiene for Executives:** Protecting the "Digital Keys" of the office to prevent identity theft in financial transactions.

Day 5: ICT for Performance & Service Delivery

- **Linking Finance to Service Outcomes:** Using ICT to track if "money spent" equals "services delivered" (e.g., tracking medical supplies or road construction via GPS/Mobile data).
- **Mobile Money & Public Payments:** Leveraging mobile technology for citizen-centric revenue collection and disbursements.
- **Action Planning:** Creating a personal "Digital Finance Roadmap" for your department.

Target Participants

- **Heads of Non-Finance Departments** (Health, Education, Agriculture, Infrastructure).
- **Project Coordinators** and Managers of donor-funded programs.
- **Regional and District Administrative Secretaries.**
- **Directors of HR and Administration.**
- **Senior Medical Superintendents and School Principals.**

Expected Outputs

Participants will graduate with a **"Digital Finance Toolkit"** containing:

- **A Personal Dashboard Template:** A mock-up of the key financial indicators they need to monitor weekly.
- **An IFMIS Navigation Guide:** A simplified "Cheat Sheet" for non-finance staff to perform basic system queries and approvals.
- **A Digital Risk Register:** Identification of potential "vulnerabilities" in their department's digital financial workflow.
- **A 90-Day Digital Transition Plan:** A strategy to move at least one manual financial process in their department to a digital platform

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