

# SEMINAR NOTICE



## THE KENYA SCHOOL OF LAW

### FINANCIAL MANAGEMENT FOR LAW FIRMS

(3 LSK CPD POINTS)

**THEME:** *“financial sustainability during economic downturns”*

**DATE:** 3<sup>rd</sup> – 5<sup>th</sup> March, 2021

**VENUE:** Naivasha

#### COURSE OVERVIEW

Coronavirus, global economic disruption, and social distancing are causing businesses, law firms included, to adapt quickly to a new world. It is more important than ever that your law firm practices smart financial strategies and keeps that cash flow and capital running.

#### WHAT YOU WILL LEARN:

- Accounting Concepts – what are they, how are they used
- Budgets - how to set them, uses and draw backs, Variance analysis
- Cash flows – how to set them up, differences with regard to budgets, forecasts
- Financial reports ,financial KPIs
- Compensation- performance based
- Management of files – billing periods, fee targets, debts management

#### THE SEMINAR IS RECOMMENDED SPECIALLY FOR:

Managing partners, Advocates/sole practitioners and financial partners, members of executive committees, legal consultants, accountants and firm administrators

#### BENEFITS:

- Being in control of your law firm finances and future security.
- Best practice in invoicing, payment and collection systems.
- Improving your short-term finances and knowledge on identifying, monitoring and managing material risks relating to financial sustainability."

**YOUR INVESTMENT: Ksh. 54,000 inclusive** of VAT and registration fee (covers *tuition fees, course materials, stationery, lunch and refreshments*)

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### **Application Process**

Application forms may be obtained from the Kenya School of Law, Karen, CPD Department Gate A, Ground Floor, Mutula Hall, or downloaded at:

[http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD\\_REGISTRATION\\_FORM .pdf](http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM.pdf)

Fees should be deposited in the **School's account (Account No. 202 2029 110 ABSA Bank Kenya PLC) and banking slips or evidence of electronic funds transfer presented to the Finance office.**

Please note that we would wish to have your **duly completed application form and proof of payment (or confirmation of participation)** by **19 /02/2021** to enable us to adequately prepare for the course. For more information, please contact Course Coordinator: **Mr. Kefa Simiyu, Mr. Isaac Kuloba (Assistant Director, CPD), Jacqueline or Christine** on:

Tel: +254(020) 2699581/6 Email: [ikuloba@ksl.ac.ke](mailto:ikuloba@ksl.ac.ke), [mkefa@ksl.ac.ke](mailto:mkefa@ksl.ac.ke), [jacqueline@ksl.ac.ke](mailto:jacqueline@ksl.ac.ke), [cmwanza@ksl.ac.ke](mailto:cmwanza@ksl.ac.ke) Website: [www.ksl.ac.ke](http://www.ksl.ac.ke),



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