Monthly Management Pack and KPI Dashboard

CertiFi micro-credential

1 course · 5 lessons · about 3 study hours · issued 28 Nov 2026

CF-08

Monthly Management Pack and KPI Dashboard

About 3 study hours · 5 lessons · pass mark 70% · AED 299

Turn the month-end numbers into a pack the owner actually reads. Following an Abu Dhabi building-materials distributor, you will tighten the month-end close, choose a small set of KPIs that drive the business, design a one-page dashboard, and write the commentary and actions that make the monthly review meeting worth attending.

On completion, you will be able to:

- Run a month-end close that delivers reliable numbers within about 5 to 7 working days
- Choose KPIs that link to the business's strategy and can be measured reliably
- Design a one-page dashboard and a short management pack
- Calculate and interpret key financial and working capital ratios
- Write commentary and run a monthly review meeting that ends in actions

Learning outcomes by lesson

1. A faster, cleaner month-end close

- Explain why the speed and reliability of the close matter to management
- Set out a close calendar with day-by-day tasks
- Use reconciliations and accruals to make the numbers reliable
- Decide what "good enough" looks like for management reporting

2. Choosing the KPIs that matter

- Explain what makes a good KPI
- Link KPIs to the business's strategy and value drivers
- Balance financial, customer, operational and people measures
- Avoid the most common KPI mistakes

3. Ratios and working capital measures

- Calculate profitability, liquidity, efficiency and leverage ratios
- Interpret DSO, DIO, DPO and the cash conversion cycle
- Use EBITDA sensibly
- Compare ratios over time and with targets

4. Designing the dashboard and the pack

- Design a one-page dashboard that answers the owner's questions
- Structure a short management pack
- Choose charts and tables that make trends obvious
- Keep the pack consistent and easy to produce

5. Commentary and the monthly review meeting

- Write commentary that explains causes and proposes actions
- Run a monthly review meeting that leads to decisions
- Keep an actions log and follow up
- Build the credibility of finance as a business partner