



Workshop on Financial Management and Auditing of Donor Funded Projects

May 5 – 9, 2025, 1st Run: Lagos & Abuja

November 3 – 7, 2025, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

This training program provides participants with comprehensive knowledge and practical skills in financial management and auditing specifically tailored for donor-funded projects. It covers essential principles, regulations, and best practices that ensure effective financial stewardship and compliance with donor requirements.

Everyone involved in working with World Bank shares the responsibility of making sure that their limited resources are used to help people effectively. Good practice in financial management will help NGO staff to use World Bank funds to maximum effect, now and in the future.

Upon completion, participants will be equipped with the necessary skills and knowledge to effectively manage finances, ensure compliance with donor regulations, and contribute to the successful implementation of donor-funded projects.

For whom:

This course is designed for finance managers, project managers, accountants, auditors, and other professionals involved in the financial management of donor-funded projects in NGOs, government agencies, and international organizations.

Course Objectives:

At the end of the program, participants will be able to:

- gain insight into the specific financial management requirements imposed by different donors.
- learn how to develop accurate project budgets aligned with donor guidelines and how to effectively manage financial resources throughout the project lifecycle.
- master techniques for monitoring financial performance, preparing accurate and timely financial reports, and ensuring transparency and accountability to donors.
- explore strategies to establish robust internal controls, mitigate financial risks, and prevent fraud and misuse of funds.
- understand the audit process for donor-funded projects, prepare financial statements in compliance with international standards, and effectively respond to audit findings.
- build activity-based project budgets, cashflow forecasts and funding grids for effective program planning and implementation
- review grant contracts to ensure systems comply with donor rules

Course Outline:

Day 1: Module 1: NGO effectiveness and accountability

- What makes NGO work effective?
- The Two Golden Rules and downward accountability
- Achieving good practice in financial management
- Financial governance vs. financial management
- Getting the basics right – key principles and building blocks of financial Management
- Accounting codes framework

Module 2: Introduction to Donor Funded Projects

- Overview of donor-funded projects
- Types of donors and their expectations
- Importance of financial management and auditing in donor-funded projects

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

Day 2: Module 1: Legal and Regulatory Framework for Financial Management

- Compliance requirements with international standards (e.g., IFRS, GAAP)
- Local regulatory frameworks and their impact on financial management
- Ethical considerations and governance structures in donor-funded projects

Module 2: Budgeting and Financial Planning

- Principles of budgeting for donor-funded projects
- Developing project budgets aligned with donor guidelines
- Budget monitoring and variance analysis

Day 3: Module 1: Fundamentals of Financial Reporting

- Types of financial reports required by donors (e.g., interim reports, financial statements)
- Preparation of accurate and transparent financial reports
- Presentation of financial information to stakeholders and donors

Module 2: Internal Controls and Risk Management

- Establishing effective internal control systems
- Risk assessment and mitigation strategies
- Fraud prevention and detection in donor-funded projects

Day 4: Module 1: Compliance with Donor Requirements

- Understanding specific donor requirements and restrictions
- Monitoring compliance throughout the project lifecycle
- Documentation and reporting obligations to donors

Module 2: Audit Preparation and Management

- Role and importance of audits in donor-funded projects
- Preparation of financial statements for audits
- Responding to audit findings and recommendations

Day 5: Module 1: Case Studies and Practical Exercises

- Practical exercises to apply knowledge in budgeting, reporting, and audit preparation
- Group discussions on best practices and lessons learned from case studies

Module 2: Final Assessment and Certification

- Evaluation of participants' understanding through a final assessment
- Certificate of completion

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 - Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,
& 234-9112830607**

Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

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