



Workshop on Auditing: Compliance, Operational & Financial Management

May 27 – 31, 2024, 1st Run: Lagos & Abuja

November 25 – 29, 2024, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

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

Program Overview:

Audit & Internal controls are an interesting topic in the corporate environment. They are part of the Governance, Risk and Compliance (GRC) system which relies on these controls to ensure that risks are under check. This course starts with an introduction to corporate governance and Enterprise Risk Management (ERM) and goes into the details of risk responses available to management. The course then tackles controls at board and senior management level and looks into the business and reporting cycles. We also cover controls in the purchase and payment cycle, HR and payroll cycle, inventory and production cycle, long term assets life cycle and collection cycle. In addition, the course discusses information systems control, administrative and safety controls, financial reporting controls, physical controls and external reporting controls. Participants are encouraged to share with management the proper measures and controls for the risks at hand.

For Whom:

Professionals in the field of finance and accounting, accountants at all levels seeking to enhance practical finance and accounting knowledge, and certified financial and accounting personnel especially accounting managers and controllers.

Learning Objectives:

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

- design and produce a model audit & internal control manual;
- plan the required resources needed for the department;
- apply accounting concepts and International Financial Reporting Standards;
- set the chart of accounts in details to suit the business model;
- create comprehensive policies and procedures to streamline accounting for fixed assets;
- develop policies and processes for current assets and current liabilities; and
- formulate reporting requirements as per International Financial Reporting Standards.

Course Outline:

Day 1: The Corporate Control Environment

- Corporate Governance
- Governance, Risk, Compliance, Controls and Audit
- COSO Internal Controls Framework
- COSO ERM Framework
- Internal control objectives
- COSO 17 principles for internal controls
- Control Environment

- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities
- COSO on Control Monitoring advantages
- Definition of Control
- Controls at BOD Level
- 4 control objectives on a transaction level
- Reason Model for Error Trajectory
- Nature of Control
- Control Deficiencies

Day 2: Implementing Controls in Business Cycles

- Characteristics of effective controls
- The control processes
- Reporting in Business Cycles
- Approvals and Authorizations in Business Cycles
- Controls in purchase and payment cycle
- Controls in inventory and costing cycle
- Controls in HR and payroll cycle
- Controls in sales and collection cycle
- Controls in fixed assets life cycle

Day 3: Administrative Controls for IT & Facility

- Safeguarding data
- Access to communication systems
- Security reports
- Controlling access to building
- Controls on maintenance and repairs
- Safety and security controls
- Legal implications on some safety measures
- Required reporting in administration

Day 4: Financial Controls

- Controlling access to financial assets
- Controls on financial reporting
- Controls through budgets
- Controls through management reporting
- Implementing financial controls through policies and procedures

Day 5: External Reporting

- Centralization or Decentralization of Reporting
- Financial reporting requirements
- Reporting to labor related authorities

Methodology: Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

LOCATIONS

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

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

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

Open Course Fee: N250, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

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
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& 234-9112830607**