



**Auditing: Compliance, Operational & Financial Management for Hotel and Hospitality Industry**

**February 9 - 13, 2026, 1<sup>st</sup> Run: Lagos & Abuja**

**August 10 - 14, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt**

**For Tutor -Led Class: 9am – 4:30pm**

**Workshop fee: Lagos: N350, 000,**

**Abuja / Port Harcourt: N400, 000 per Participant**

**Delivery Mode: In-person / Live Virtual / Hybrid**

**Online course fee: N300, 000 per Participant**

**Available for In-plant Training**

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

#### **Program overview:**

This course provides a structured approach to auditing within the hotel and hospitality industry, covering compliance, operational, and financial management aspects. Participants will gain essential auditing skills to assess financial integrity, operational efficiency, and regulatory adherence in hospitality businesses. Through practical case studies participants will acquire the necessary skills to enhance transparency, reduce financial risks, and improve overall business performance in the hospitality sector.

#### **For Whom:**

This course is designed for hospitality managers, internal auditors, financial controllers, and professionals responsible for ensuring compliance, operational excellence, and financial accountability in hotels and related businesses.

#### **Learning objectives:**

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

- explore the industry regulations, legal requirements, and ethical standards to ensure adherence to local and international hospitality laws;
- evaluate hotel operations, guest services, inventory control, and process efficiency to optimize performance and cost-effectiveness;
- analyze financial statements, revenue management, fraud detection, and internal controls to safeguard assets and enhance profitability;
- identifying potential risks, implementing effective control measures, and improving audit preparedness; and
- developing audit programs, conducting fieldwork, and reporting audit findings with actionable recommendations.

#### **Course outline:**

##### **Day 1: Introduction to Auditing in the Hospitality Industry**

- Overview of auditing: Purpose, scope, and importance in hospitality
- Key auditing standards and frameworks applicable to the hotel industry
- Types of audits: Compliance, operational, and financial
- Regulatory requirements and industry best practices
- Internal vs. external audits: Roles and responsibilities

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

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## Day 2: Compliance Auditing in Hospitality

- Understanding legal and regulatory compliance (health, safety, labor, taxation)
- Ethical considerations and corporate governance in hospitality
- Compliance risks and mitigation strategies
- Conducting compliance audits: Process and methodologies
- Case studies on hospitality compliance failures and best practices

## Day 3: Operational Auditing for Hotels and Resorts

- Evaluating operational efficiency in key hotel departments (front office, housekeeping, F&B, etc.)
- Internal control systems for process improvement
- Inventory and procurement audit strategies
- Guest satisfaction and service quality audits
- Using audit findings to enhance operational performance

## Day 4: Financial Auditing and Risk Management

- Auditing financial statements: Revenue management, expenses, and cash flow
- Identifying and preventing fraud in hotel operations
- Internal controls and risk assessment in financial management
- Auditing payroll, accounts payable, and receivables
- Role of technology in financial audits (Automated systems, analytics)

## Day 5: Audit Planning, Reporting, and Best Practices

- Designing an effective audit plan for hospitality businesses
- Conducting fieldwork and gathering audit evidence
- Preparing audit reports: Findings, recommendations, and action plans
- Communicating audit results to management and stakeholders
- Practical exercises for audit execution

### LOCATIONS

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

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

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

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

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.