



# Institute for Capacity Development (ICD)

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## Financial Management and Auditing of Donor Funded Projects

### Course Objectives

On completion of the course, participants should be able to:

- Understand the principles of both financial management and the disbursements process of donor funds.
- Follow laid down donor specific procedures in funding requests
- Know the role on project stakeholders in project implementation
- Contact value for money audits in projects
- Design and monitor donor budgets
- Explain the various types of auditing, including compliance auditing and management auditing.
- Put in place internal control mechanisms
- Use financial management to create strategies
- Recognize, understand and analyze financial statements
- Identify risk factors relating to misstatements arising from fraudulent financial reporting
- Provide tools for efficient Management of Donor- funded projects

### Target Group

- Project officers and coordinators
- Project Managers
- Funding Officers
- Policy makers
- Economists
- Community development Officers
- Project controllers

### Course Outline

- General Management Principles and Skills
- Community Development and Projects funding
- Funding requirements
- Project finance
- Capital Budgeting and Investment Appraisal
- Donor Policies and procedures
- Complying with Donor procedures
- Expenditure prioritization
- Disbursement methods
- Banking: Loan Management/Payment
- Expenditure Budgets
- Constraints in fund management
- Project Cycle management

- Project Budgeting and Planning
- Project Financial Management
- Financial Management Policy development
- Decentralized financial management and cost centre development
- Financial Risk Analysis Techniques
- Financial Performance Measurement
- Budgeting and Budgetary Control
- Internal Control and Control Mechanisms
- Integrated accounting & Financial Systems
- Financial management
- Financial management systems
- Accounting policies and systems
- Auditing of financial statements
- Management Control Framework
- Auditor's duties and responsibilities
- Knowledge of the Law in relation to accounts and audit
- Internal controls
- Risk assessment
- Control activities
- Code of professional Conduct and Ethics
- Preparation of Auditing Procedures
- Planning and Publishing the audit schedule
- Reporting
- Periodic reports
- Project Management reports
- Financial Reporting (Periodic Requirements)
- The role of government in donor funded projects
- Database Management
- Action Planning

Dates: 03<sup>rd</sup> – 14<sup>th</sup> September 2018

Duration: 2 Weeks

Course Costs: US\$3150/delegate

Venue: Pretoria, RSA