



# Institute for Capacity Development (ICD)

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## Managing the Internal Audit Function

### Course Objectives

#### *On completion of the course participants should be able to:*

- Develop team building and leading skills in the internal audit activity
- Integrate risk management and control procedures to prevent unexpected losses to organisations.
- Use forward and trace-back techniques for auditing a process based system
- Establish audit checklists
- Establish an audit schedule which ensures an efficient audit
- Use the most appropriate approach for obtaining information from the auditees
- Put the audit findings and possible corrective actions into a business impact matrix

### Target Groups

- Internal auditors
- Finance officers
- Risk managers
- Central bank officials
- Audit supervisors
- Senior public and private sector accountants
- Senior managers and Project Coordinators
- Banking agencies staff

### Course Outline

- General Management Principles
- Internal Auditing Principles and Practice
- Auditor responsibilities
- Objectives and structure
- Auditing objectives
- Audit scope and criteria
- Policy and objectives
- The audit process
- Building and leading an internal audit team
- Preparation/checklists development
- Gathering evidence
- Internal risk analysis and management
- Enhancing internal accountability

- Internal audit planning and control
- Governance Theory and Issues
- Conducting Audit Engagements
- Communication skills
- Corporate governance and control knowledge elements
- Identifying Internal audit resource requirement
- Audit evidence – fundamental concepts and sampling
- The audit of the financial cycle – transaction audit, verification of assets and verification of liabilities
- Public sector auditing principles
- Protective auditing and constructive auditing
- Efficiency and performance auditing
- Writing internal audit reports
- Reporting audit findings
- Verifying corrective action
- Database Management
- Action Planning

Dates: 01<sup>st</sup> – 12<sup>th</sup> October 2018

Cost: US\$3150/delegate

Duration: 2 weeks

Venue: Pretoria, RSA