



Writing & Presenting Effective Audit Reports

2 days

FTMS *Global*
~ Established since 1986

Introduction:

This Program is **crucial to members of internal audit teams** who are required to write internal audit reports on a regular basis and **wish to improve the way** in which their message is delivered.

Reporting effectively is one of the most important elements of internal auditing; as recommendations from reports are implemented, it can significantly **improve the risk profile of the business and consequently add value**. The way in which this message is delivered can either achieve buy-in or encourage defensiveness and contempt.

This course will *outline the key requirement for an effective internal audit report and provided practical tips to help internal auditors with their writing skills.*

Besides that, the program will also discuss and put forth an effective approach in presenting audit report findings to the management/Board/Audit committee/Clients in exit meetings. Common shortcomings during delivery of findings during meetings will also be discussed and highlighted.

Objective of the Course

This course complements the advanced internal audit program for senior audit staff to enable them to present their internal audit reports more effectively, concisely and most importantly, more convincingly. This program aims to improve the delivery of audit findings during meetings as well.

Who Should Attend:

- Internal Audit personnel from all levels
- Other audit personnel who wish to compliment their practical auditing knowledge and skills
- Senior level audit staff with 3 years experience.

16 CPD Units

Professional Development Programme

Course Outline

Module 1

- The purpose and function of the internal audit report
- Aligning the reporting requirements and responsibilities with the terms of reference
- Form and structure of the audit report
- Executive summary – the heart of the report. Drafting an effective and winning executive summary
- Case study and illustrations of executive summaries
- Risk assessment reporting
- Drafting key findings noted – components of reporting findings
- Drafting recommendation of weakness noted
- The cost benefit test for recommendations
- The management and stakeholders perspective & interests on recommendations
- Case studies and illustrations of reporting findings and recommendations
- Documenting management’s action plan.

Module II

- Contents of the presentation slides
- Presenting key findings professionally and persuasively
- Dealing with rebukes and negatively during presentations
- Question and answer sessions
- Wrapping up the presentation
- Case study and role play on presentation of internal audit findings
- Common shortcomings when presenting to the audit committee/Board/Client

Speaker's Profile:

Mr Ramesh Ruben Louis is an accountant by profession with over 12 years of working experience. He is a member of the Malaysian Institute of Accountants ("MIA"), Malaysian Institute of Certified Public Accountants ("MICPA") as well as Certified Financial Planner (:CFP"). He started his career in Arthur Andersen and subsequently moved over to BDO Binder. He also has experience in corporate finance whilst attached to Southern Investment Bank Berhad. He currently the Head of Training & Practice Development for a medium sized accounting firm in Kuala Lumpur, where he also acts as the Technical Manager for the firm. He s also the Director of Operations for knowledge shop Malaysia.

His experience in auditing ranges from large public listed companies to multinational corporations, government agencies as well as SME's in a spectrum of industries including plantation, property development, manufacturing, trading, IT, shipping, retailing, etc. Besides auditing, Ramesh also hand-on experience on other corporate exercises such as due diligence, IPO, issuance of Bonds, corporate and debt restructuring and investigative audit. With his vast experience, he now conducts training for audit and other financial professional to enable them to perform their tasks more effectively.

His training experience includes topics on Auditing Approach , Comprehensive Practical Auditing Series for various levels of audit staff, Enterprise Risk Management & Internal Controls, Reviews and Assurance Engagements, Audit Procedures & Strategy, Performance Measurement & Reporting as well as seminars/workshops on practical application of Financial Reporting Standards ("FRS") & Private Entity Reporting Standards ("PERS"). He is also actively involved in improving & updating processes & procedures for an effective practice.

Administrative Details

COURSE FEE

*Member (BICPA / ACCA)	B\$700	Inclusive of course materials, two tea breaks & lunch per day
Non-member	B\$750	

Fee is made payable to **BICPA-FTMS Accountancy Academy Sdn Bhd**. Admittance will only be permitted upon receipt of full payment. Registration made by fax / Email must be followed immediately by payment. For Invoice issued settlement must be made within 30 days.

CONTACT

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CPD HOURS

All participants will be presented with a Certificate of Attendance upon successful completion of the programme.

CPD hours will be printed in the Certificate.

CANCELLATION

Please inform us in writing if you intend to cancel. An administrative charge of 20% of the registration fee will levied for cancellation received within 14 days prior to the date of the event. You can substitute an alternative delegate if you wish to avoid cancellation charges. Any difference in fee payment will be charged accordingly. Confirmed registrant who failed to attend and did not cancel his registration in writing is liable for the entire fee.

DISCLAIMER

BICPA-FTMS reserves the right to change the facilitator, date, and cancel the programme should circumstances beyond its control arises.

Registration Form

YES! (I am / We are) interested to attend the One(1) days seminar on **Writing and presenting effective audit reports**

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Co Organizer:

BICPA-FTMS Accountancy Academy