The Developing Internal Auditor
On-line course
2 days

Why you should attend

- Completing an audit assignment has become a much more demanding role.
- Internal Auditors have now to expand their role as facilitators and advisors at the same time demonstrating that they are adding measurable added value.
- The course is designed to enable participants to develop the key skills of a modern auditor – communication, teamwork, negotiation, planning and time management – to name but a few
- You will also be introduced to the new ideas in the IA profession and how to apply them

Who should attend?

- This course will be particularly useful for delegates that have previously attended our Essentials to Internal audit course
- It will also be very valuable for auditors who now have to supervise assignments
- It will also benefit other assurance professionals who want to enhance their knowledge of modern Internal audit practices

Course Level

- This is a basic/intermediate level course and delegates should have more than 12 months experience in internal audit
- No advance preparation is required
- Delivery method – On-line-live (with exercises and role-plays to simulate audit scenarios and situations that new auditors will encounter)

After completing this course you will be able to

- **PERFORM a self- analysis of your skills and techniques**
- **PLAN assignments effectively**
- **COMPLETE more audits on time**
- **DEVELOP more effective working papers**
- **INFLUENCE management more effectively**
- **NEGOTIATE more successful outcomes**
- **APPLY computer assisted audit techniques with confidence**
- **ENHANCE the value added**

Course outline

Day 1   Challenges of the Internal Audit role

The need for Internal Audit to add measurable value

- **New IIA Code of Conduct**
  - **Helping the Board to protect the assets, reputation and sustainability of the organisation.**
  - **Internal audit should have the right to attend and observe all or part of executive committee meetings**
  - **Internal audit's should review post-mortem and 'lessons learned' analysis if a significant adverse event has occurred**
- **New IIA Audit Executive guidance**
  - **Internal Audit needs to add measurable value**
  - **The function needs to enhance organisational value by providing stakeholders with risk-based, objective and reliable assurance, advice and insight.**
- **New IIA paper on models of effective IA will be shared**
- **Key messages from the IIA Body of Knowledge survey**
- **ECIIA research paper – making the most of the IA function**
- **Gaining assurance regarding the quality of the function's work.**

Exercise 1 - The new challenges facing IA

How can a better understanding of the role be gained?

- **How can the profile be enhanced?**
- **What does management think of the IA service?**
- **Ways to promote your function better**
- **Communication strategies**
- **New IIA guidance 'What every Director should know about IA'**
- **Opportunities for Internal audit**

Exercise 2 – Marketing the evolving IA role

The developing audit skill set

- **Why auditors need leadership skills**
- **The need for the ability to influence experts**
- **The IIA competency framework**
- **Diplomacy**
- **Open -mindedness**
- **Persuasiveness**
- **Negotiation ability**
- **Self-motivation and self confidence**
- **Decision making ability**
- **Flexibility and ability to co-operate**
- **Effective Time management**
- **Flexibility and ability to co-operate**
- **Self- control**
- **Practicality**
- **Results focus**
- **Investigative skills**
- **Building trust**
- **New IIA paper on influencing skills will be shared**

Exercise 3   Performing a self-analysis

The different requirements and challenges facing IA

- **Sector challenges**
- **The need to adapt quickly to new regulatory requirements**
- **Ensuring governance risk is recognised**
- **Smarter use of technology**
- **The move to continuous auditing**
- **Making IA a more strategic partner**
- **Thinking and acting more creatively**

Initial Planning

- **The importance of planning**
- **Stages in planning**
- **Constraints to effective planning**
- **20 questions to aid planning**
- **Preparing for an audit engagement**
- **The need to engage audit customers**

Exercise 4   Planning an audit assignment

The audit manual

- **Outline of the key elements**
- **Assignment planning**
- **The audit file**
- **Working papers**

- **Personal learning planner**
- **Guest auditors**
- **Post audit questionnaire**
- **A 64 page manual will be provided to all delegates**

Exercise 5   The audit manual

Day 2   Enhancing audit effectiveness

Organising the assignment

- **The key issues in assignment planning**
- **Developing a planning memo for the assignment**
- **Determining an effective time budget**
- **Determining the business process using a model**
- **Determining sources of information**
- **Getting management input**
- **Deciding on the audit team**
- **Allocating the roles**
- **Getting the most out of the team**
- **Determining the potential difficulties**
- **Process analysis**
- **Preventative, detective, directive and corrective controls**
- **Strategies for improving time management**

Exercise 6   How to complete more audits on time

Teamwork

- **Determining sources of information**
- **Getting management input**
- **Deciding on the audit team**
- **Allocating the roles**
- **Team work and the challenges faced**
- **How to hold an effective team meeting to plan the assignment**
- **Getting the most out of the team**

Exercise 7   Teamwork

Audit programmes

- **Developing effective audit programmes**
  - **What makes a good programme?**
  - **Mistakes to avoid**
  - **The dangers of re-inventing the wheel**
  - **Assigning tasks**
  - **Staffing factors**
  - **The need for regular updates for standard programmes**
- **Example audit programmes will be shared**

Exercise 8   Preparing an audit programme

Fieldwork techniques

- **Types of fieldwork**
- **Compliance**
- **Transaction testing**
- **Analytical review**
- **Statistical sampling**
- **Process reviews**
- **Questionnaires**
- **Workshops**
- **How to determine the depth of testing required**
- **New IIA advice on audit sampling**
- **Audit testing**
- **Working papers**

Exercise 9   The challenges of audit testing

Use of Computer assisted audit techniques

- **The benefits of ACL and IDEA**
- **CAAT's and data mining**
- **Opportunities**
- **Types of test ideal for CAAT's applications**
- **Cash monitoring**
- **Stock control**
- **Payroll**
- **Revenue**
- **Cost comparisons**
- **External comparisons (with external databases)**
- **Worked examples of the use of CAAT's will be provided**

Exercise 10– Use of CAAT's – group exercise using audits chosen by the delegates

Consultancy and investigations

- **Consultancy assignments**
  - **The difference in approach**
  - **How to document these assignments**
  - **Audit by workshop**
  - **Facilitation –do's and don'ts**
- **Investigations – the differences between standard audits**
- **Which investigations should you accept?**
- **The investigation process**
- **Records required**