

Take away..

A series of invaluable free models will be provided to all delegates, including a 64 page audit manual example

Brand New Course

Establishing An Internal Audit Function

11 – 14 December 2011 • Kempinski Hotel, Mall of the Emirates, Dubai, UAE

www.iirme.com/auditfunction

6 Key Learning Objectives

1. **Establish** a new internal function or invigorate an established function
2. **Build** senior management support for the role and determine its authority
3. **Sell** the benefits to the business
4. **Responsibilities** of the function and its professional standards
5. **Build** a resource plan and get it approved
6. **Build** a roadmap for success

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The George Washington University School of Business, IIR Middle East's Academic Partner, is dedicated to excellence: in its teaching and research about management, in the public and private sectors, within the United States and internationally.

The school has a 75 year history of preparing men and women for leadership in both the public and private sectors. Known internationally for its dedication to academic excellence, the school draws students from all parts of the United States and around the world.

Beyond first class teaching and scholarship, the school's faculty offers practical experience in the issues and challenges confronting business and government. Its research centres link faculty and students with US and international business and government organisations. Recent distance learning initiatives have expanded the school's global reach.

Course Requirements And Certificates

Delegates must meet two criteria to be eligible for an IIRME/GW Certificate of Completion for a course:

1. Satisfactory attendance – delegates must attend all sessions of the course. Delegates who miss more than 2 hours of the course sessions will not be eligible to sit the course exam
2. Successful completion of the course assessment

Delegates who do not meet these criteria will receive an IIRME Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended.

Who Should Attend?

- Recently appointed Chief Audit Executives (CAE's) or those about to be appointed or wishing to apply for this role
- CAE's appointed to establish an internal audit function
- CAE's appointed to take over an established function
- Directors or VP's of organisations about to establish an internal audit function

Would You Like To
Run This Course
In-House?



customised training solutions

Customised Training Solutions is the in-house training division of IIR Middle East.

Our Customised Training Solutions team are veterans of in-house training with a portfolio of specialists unrivalled anywhere in the Middle East! To design your training projects with significant business impact, please contact Leigh Kendall on: +971-4-335 2439 or email our team at cts@iirme.com

www.iirme.com/cts



About Your Expert Course Leader



Phil Griffiths is Founder and Managing Director of Business Risk Management Ltd. A Chartered Accountant, he has over 25 years' experience in risk management, internal audit and fraud prevention as a practitioner, professional adviser, facilitator and trainer. He has held top management positions with a number of international groups, in roles embracing finance, IT and general management.

His specialisms are:

- Assisting senior management to identify, manage and then exploit the risks within their business via facilitated business risk management programmes
- Helping internal audit functions to implement world class standards
- Developing fraud prevention, detection and investigation programmes tailored specifically to clients' requirements
- Training both private and public sector organisations in all the above disciplines

Phil is recognised as an accomplished and charismatic facilitator, trainer and lecturer having advised many renowned organisations, coordinated top-level events and addressed national and international conferences on a wide range of critical business topics.

He has worked extensively with all sectors in the Gulf during the past 10 years to enable organisations to exploit their potential by managing their strategic risks and/or enhancing the effectiveness of their internal audit services.

He is a renowned author and writer – his most recent book, Risk Based Auditing, was published in 2006.

Course Overview

Many organisations that have previously not had an internal audit function are now establishing this activity, due to regulatory or business requirements. Others see the need to significantly change the traditional internal audit approach.

You may have just accepted a position as Chief Audit Executive (CAE) and have been tasked with building or refocusing an internal audit function, or been given functional responsibility for setting up such a function.

Where do you begin? What should you undertake first? What are the critical components?

When building or assessing an audit function, you must deal with both strategic and tactical considerations — everything from gaining senior management support to developing an audit plan. From a strategic standpoint, you will need to understand how the business intends to engage and benefit from internal auditing.

The new CAE can then develop an effective project plan to establish or transform the audit function.

Tactical considerations include how to best introduce and embed the audit process into the organisation such that it is seen as a value adding and positive activity.

This brand new four day course led by Phil Griffiths, one of the world's leading internal audit trainers, provides you a simple and highly effective roadmap to ensure success.

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Course Timings Registration and coffee will be at 07:30 on Day One. The course will commence at 08:00 and conclude at 14:30 with lunch every day. There will be refreshment breaks at approximately 10:30 and 12:30.

Day One: The Internal Audit Remit

Establishing The Authority of The Internal Audit (IA) Activity

- Independence and Objectivity
- Reporting lines – the need for independence
- Should you report to the Chief Executive or the Audit Committee?
- Audit Committee relationships
- Key requirements of the role and the implications
 - Objective assurance
 - Consulting
 - Adding value
 - Improving the organisation's operations
 - Assisting the business to achieve its objectives
 - Systematic and disciplined approach
 - Evaluate and improve risk management, control and governance processes
- Dealing with the misconceptions of the role
- It is not internal audit's responsibility to :
 - Detect fraud
 - Introduce more and more control
 - Find management out
 - Assess the ability of management and staff
 - Train staff
 - Tell management what to do

Exercise 1 – Challenges in establishing the IA authority

Gaining Top Management Commitment

- Meet with all key decision makers :
 - Audit Committee Chairman (if there is an Audit Committee)
 - CEO
 - Chairman
 - CFO
 - COO
 - Other board members
 - Chief Risk Officer (if there is one)
 - Business unit heads
- How to deal with resistance
- The need to sell the role to key stakeholders

Take away: A presentation to sell the role will be shared

- The benefits of building strong relationships with key decision makers
- Clarify and record expectations
- Dealing with issues raised

Exercise 2 – How to gain high level commitment for IA

Developing A Strategic Plan Or Roadmap

- If Internal Audit function already is in place
 - Meeting with existing staff to understand their job responsibilities, training to date, and qualifications
 - Obtaining and reviewing staff job descriptions.
 - Reviewing audit reports issued for the past year
 - Reviewing any other reports produced on various audit activities
 - Reviewing policies and procedures
 - Meeting with internal audit customers within the organisation to gain their perspective on the services received
 - Meeting with the external auditors to understand whether and how they rely on internal auditing
- If this is a brand new function:
 - Meeting with the heads of other assurance providers such as Compliance, Insurance, Legal, Health and Safety, Quality Assurance etc
 - Agree to share plans, reports etc and how to avoid duplication of effort
 - Meeting with internal audit customers within the organisation to gain their perspective on the services required
 - Meeting with the external auditors to understand whether and how they will rely on internal audit and what their requirements will be to do so

Exercise 3 – Developing a strategic road map

Day Two: Documentation And High Level Planning

Developing Or Updating The Audit Charter

- The best practice Audit Charter
- Explanation of the role
- The authority of the function
- Access to all documents and records
- Dealing with sensitive information
- Responsibilities of IA
- The need for IA not to have responsibilities for any business process
- Management responsibilities

Take away: An example charter will be provided

Exercise 4 – The audit charter

Business Policies And Procedures

- Familiarise yourself with all the key policies and procedures
- Build a picture of the areas of concern (via other assurance providers)
- Understand the process for updates
- Determine new systems under development and those planned
- Determine the approval process for changes
- Map these processes

Exercise 5 – Mapping the business policies and procedures

Determining The Key Risks

- The need to focus audit attention towards the most significant risks
- The need for much higher levels of assurance than ever before
- What level of assurance can really be provided?
- What should be the audit role in relation to identification and managing of risks?
- What should the IA role be if your organisation does not have a risk management function?
- Could working with management to identify and evaluate risks compromise the independence of the function?
- Building a picture of the risk profiles
- Assessing the risk maturity of the organisation

Exercise 6 – Building a picture of the business risks

Strategic Audit Planning

- The need to build a strategic three year plan to determine priorities and resourcing requirements
- How to develop the audit universe
- How to assess the risks for each audit topic
- Tapping into risk assessments carried out by management
- How to determine the level of assurance required for each topic
- Getting management input
- Demonstration of a world-renowned audit planning model

Take away: A free electronic version of the model will be provided to all attendees

Exercise 7 – Building a strategic plan using the audit planning tool

- Using the model to create a resource plan – how many auditors you will need
- Making a case for the number of auditors you will need
- Convincing management
- How to determine audit frequencies – how often you need to audit each topic

Day Three: Resourcing The Function

Developing A Budget

- Research the market for typical salaries and packages
- Specialist agencies such as Barclay Simpson can provide invaluable information
- Decide on the mix of auditors required
- Determine qualifications and experience needed

Take away: A model will be provided to determine an optimum mix of qualifications and experience

- Evaluate travel costs carefully
- Build in training costs
- Consider audit software requirements for year two or three
- Obtain approval

Exercise 8 – Building or updating the IA budget

Building Or Enhancing The Internal Audit Team

- Determining a strategy for building the team
- Sources of talent – recruiting from outside or transferring personnel into the team?
- The recruitment dilemma – what if you cannot get the talent you need
- Should you try to recruit personnel with previous IA experience?
- Which is more important – knowledge of your sector or IA knowledge?
- What skills you should be looking for

Take away: Checklist of attributes to assess in a potential auditor will be provided

- The need to consider succession planning
- Should you consider outsourcing or co-sourcing for technical areas such as IT audit?
- The use of benchmarking information such as the IIA's 'GAIN'

Exercise 9 – The challenges of building the team

Developing Or Updating The Audit Manual

- Internal Audit organisation
 - Audit Charter
 - Professional standards
 - Organisation chart
 - Job descriptions
 - Audit Committee relationship
 - Audit methodology
- Strategic audit planning
 - Audit universe
 - How audit priorities are set
 - Annual and quarterly plan
- Audit assignment planning
 - Establishing the plan
 - Interpersonal awareness
 - Determining the people to interview
 - Pre-meetings
- Completing the assignment
 - The audit file
 - Audit Assignment Checklist
 - Audit PowerPoint presentation
 - Personal learning planner
 - Guest auditors
 - Post-audit questionnaire
 - The audit report format

Take away: A 64 page manual example will be provided to all delegates

Exercise 10 – The challenges of developing the audit manual

The Use Of Computer Assisted Audit Techniques (CAAT's)

- The benefits of CAAT's
- Why CAAT's can significantly improve audit efficiency
- How to make the case for purchasing this software
- Alternative approaches
- Application for CAAT's
- Big populations
- Comparing files
- information on different systems
- Investigations
- Stratified sampling
- Audit trails
- Continuous audit

Exercise 11 – The use of CAAT's

Day Four: Implementing The Internal Audit Process

Audit Programme Development

- The need for risk based audit programmes
- Brainstorming the functional objectives
- Building a picture of the risks
- Identifying threats and opportunities
- Building the details of the controls
- Planning the assignment
 - Mistakes to avoid
 - The dangers of re-inventing the wheel
 - Assigning tasks
- Determining the types of test and techniques to use
- Determining the threats to success

Exercise 12 – You will choose specific audits for the purpose and brainstorm functional objectives and risks

The Risk Based Audit Approach

- Whether objectives are being delivered efficiently and effectively
- Whether risks have been identified, evaluated and are being managed
- Whether controls mitigate the risks effectively
- Where risk exposures exist action is being taken to improve controls
- Whether appropriate management oversight is in place
- Reviewing risk registers
- The questions to ask
- Assessing risk appetite
- Reviewing the effectiveness of the risk management process adopted
- Determining which risks should be concentrated on in the audit
- Reviewing risk ownership and identifying gaps
- Determining the inherent and residual risks
- Identifying residual risks above the risk appetite

Exercise 13 – Risk based audit assignment plans

Consultancy Assignments

- The IIA standards
- Why consultancy should be encouraged
- The difference in approach
- How to document these assignments
- Reporting consultancy assignments
- Audit by workshop

Exercise 14 – The challenges of consultancy

Developing Or Updating The Audit Report Process

- The challenges of audit reporting
- IIA standards
- Getting the message across
- Getting action
- The messages you want the board to hear
- How to ensure no overreaction
- The need to include positive comments
- How to keep it short and focussed
- Developing a risk based Executive Summary
- How to get recipients to react positively
- How to write balanced reports
- Highlighting the issues that matter
- How to minimise the number of words
- The power of pictures and graphics
- The need to relate the issues to objectives and risk
- How to deal with sensitive issues in the report

Exercise 15 – Developing a simple audit report process


Open Forum

An open forum will be held to discuss any topic of interest. A number of topics will be tabled – you can highlight the issues you would like to discuss on the day.


Establishing An Internal Audit Function

11 – 14 December 2011
Kempinski Hotel, Mall of the Emirates,
Dubai, UAE


FIVE WAYS TO REGISTER

 971-4-3352437


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 971-4-3352438

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DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE

CALL – 971-4-3352483
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Event	Course Fee Before 2 October 2011	Course Fee Before 30 October 2011	Final Fee
Establishing An Internal Audit Function 11 – 14 December 2011	US\$ 3,695	US\$ 4,195	US\$ 4,495

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions and successfully complete the course assessment will receive an IIRME/GW Certificate of Completion.

BC4182



Interested in running this course in-house?
Please call the Customised Training Solutions Team
on 971-4-3352439 or CTS@iirme.com

All registrations are subject to our terms and conditions which are available at www.iirme.com/terms. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

Payments

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event. You can pay by company cheques or bankers draft in Dirhams or US\$. Please note that all US\$ cheques and drafts should be drawn on a New York bank and an extra amount of US\$ 6 per payment should be added to cover bank clearing charges. In any event payment must be received not later than 48 hours before the Event. Entry to the Event may be refused if payment in full is not received.

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Cancellation

If you are unable to attend, a substitute delegate will be welcome in your place. Registrations cancelled more than 7 days before the Event are subject to a \$200 administration charge. Registration fees for registrations cancelled 7 days or less before the Event must be paid in full. Substitutions are welcome at any time.

Avoid Visa Delays - Book Now

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

All registrations are subject to acceptance by IIR which will be confirmed to you in writing.

Due to unforeseen circumstances, the programme may change and IIR reserves the right to alter the venue and/or speakers.

Event Venue:

Kempinski Hotel, Mall of the Emirates, Dubai, UAE
Tel: 971-4-3410000

Accommodation Details

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the IIR Hospitality Desk for assistance on:

Tel: +971-4-4072693
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PRI/EO **FN08** AUDIT



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