



The Institute of Internal Auditors, Singapore

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4 October 2010

Dear Members

2 Day Seminar on

Procurement Auditing

28 – 29 October 2010 by Mr Jean-Yves Le Corre

What you will gain from this Talk:

YOUR OPPORTUNITY TO... PERFORMING OPERATIONAL AUDITS OF THE PURCHASING FUNCTION

- locating and eliminating waste and inefficiency; recommending improvements in policies and procedures;
- identifying criteria for measuring the achievement of purchasing management's goals and objectives;
- reviewing compliance with purchasing objectives, policies, and procedures;
- testing for existence of unauthorized, fraudulent, or otherwise irregular acts; identifying future trouble spots; and providing an independent, objective evaluation of the purchasing operations.

Why is procurement important?

- it is the primary agent for acquiring goods and services used in an organization: the price tag for inefficiencies and flawed processes can be steep!!
- purchasing department effectiveness and economy are critical: direct connection to the bottom line of any organization, often representing half of all expenditures.
- purchasing function can be especially vulnerable to fraudulent transactions because it involves cash disbursement.

Description

The purpose after attending this seminar is to learn methodologies, tools and develop the skills required to perform purchasing audits and performance evaluations internal to the organisation. It will also bring the basic knowledge of the purchasing function which is necessary for non-specialist to understand the objectives, risks and critical processes of the purchasing department

The seminar will:

- provide methodology roadmaps and tools to support effective implementation (templates will be accessible on line after the session); interpret the results of audit tests and formulate audit recommendation based on audit findings.
- cover case studies based on recent projects conducted locally in China
- discuss the cross-cultural factors in implementation through active teaching, encouraging participation and experience sharing;
- include succession of lectures and practical simulations, through self-assessment charts and case studies.

(Day 1) Revisiting the roadmap, skills and tools to successfully conduct operational audits on procurement

- Announcing the audit: develop a proactive communication, install a good climate for cooperation
- Planning: carefully define the scope and objectives of the assignment
- Building the audit approach: develop a top-down approach for risks and processes
- "The fieldwork phase": gathering evidence, documenting work in order to support findings, interviewing...
- Report findings in proper manner to get greater acceptance of the audit report

(Day 2) The knowledge of purchasing audit function: objectives, risks and processes; best practices in China

- Performance measurement of the purchasing function: which information do we need to gather for the preparation of the audit
- Organisation models, critical processes for purchasing
- Understanding strengths and weaknesses in purchasing
- Common issues experienced in a variety of purchasing departments and typical solutions
- Fraud matters: how to best prevent fraud practices
- Localising the control framework: address the company or country-specific approach for auditing the purchasing departments
- Case study

About the Speakers

Jean Yves Le Corre (Sloan Fellow, Msc. Mngt, CIA)

Jean-Yves has 11 years of international corporate experience in several multinational companies (Lafarge, Areva Group, Heineken BV, Peat Marwick) and 5 years experience in coaching and training in Asia. In 2006 Jean Yves set up his own consultancy named InterauditAsia in Hong Kong working closely with several organizations across Asia to offer courses on internal audit, performance management and cross-cultural management.

Jean Yves actively promotes the concept of “localisation” in management training arguing that western management practices and learning techniques can not be fully replicated in Asia due to significant cultural gaps, which reflect in behaviors, management styles and social values of organisations.

Jean Yves graduated from ESCP Europe, Specialised Master in Auditing, and from the University of London (Msc in Management). He is a Sloan Fellow from London Business School (2005) and a Certified Internal Auditor (CIA) from the Institute of Internal Auditors

Simon Littlewood (co- facilitator): A graduate of New College Oxford, Simon held senior positions with A T Kearney and Accenture before establishing Asia Now the Lean Growth Company in 1998. Asia Now works with business leaders across Asia to develop and execute growth strategies which leverage market insight and process optimization to drive value and acquire market share

Aurore Belhoste (co- facilitator): has 10 years experience in Sourcing and Project Management now working currently at CREDIT SUISSE, Singapore, as Contractor, Sourcing team, Supply Management Department(Private and investment banking)

She is Certified Purchasing Manager Program, Institute for Supply Management, and she holds a Master in International Supply Management from ESSEC Business School, Paris, France.

Who Should Attend

- Internal auditors: the course will also be accessible to non-auditors
- controllers, consultants
- purchasing and merchandising staff,
- and others involved in structuring and assessing either procurement activities or the purchasing function; this may include either specialist or non-specialists in the area of purchasing.

Details of the administrative arrangements are as follows:

Date : 28 – 29 October 2010

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.30 am

Venue : To be advised

CPE credit : 14 hours

Fee : S\$700 (IIA / ISACA Member)
S\$910 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 19 October 2010

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely
Lena Kuok
for Education Committee

REPLY SLIP

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2 Day Seminar on

Procurement Auditing

28 – 29 October 2010 by Mr Jean-Yves Le Corre

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$700 and _____ non-member(s) @ S\$910.

Participants will be awarded 14 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<