



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972
Email: secretariat@iia.org.sg

15 December 2011

Dear Members

2 Day Course on Financial & Operational Audits I

22 – 23 March 2012 by Ms Tan Boon Yen

What you will gain from this Talk:

At the end of this course

- A good understanding on how to audit some of the key financial and operational processes within an organisation.
- Ability to identify what are the risks associated with each process and the relevant risk mitigation activities and controls
- Improve your auditing skills in assessing the design effectiveness of controls and applying effective testing techniques
- Better equipped with knowledge of common control weaknesses and recommended best practices

Description

This is the first session of a 2-part series on financial and operational auditing. The business processes that will be covered in session are:

- Sales, Credit Control and Receivables
- Procurement and Payables
- Inventory Management
- Fixed Asset Management

For each business process, the following will be covered

- Overview of the process flow
- Key risks and expected controls
- Audit objectives and approach
- Common audit issues

About the Speaker

Tan Boon Yen is a Senior Director RSM Ethos with extensive experience in governance, risk and consulting work. Boon Yen has conducted and led many financial, operational and compliance audits in listed and multinational groups in various regional industries including container shipping, precision engineering, property, printing and publishing, retail, disk drive and semiconductor manufacturing, trading, distribution, banking, technology, electronics and marine businesses. She also has extensive experience audit projects overseas in countries such as Malaysia, China, Hong Kong, Japan, Taiwan, India, USA, Europe and Australia.

Prior to RSM Ethos, she has worked with Singapore Technologies Pte Ltd, Seagate International, Sembawang Shipyard, TNT Express Worldwide, Neptune Orient Lines and Deloitte.

Boon Yen holds a Bachelor of Accountancy Degree from the National University of Singapore and is a Certified Public Accountant and Certified Internal Auditor. Boon Yen is a Governor of the Institute of Internal Auditors Singapore.

Who Should Attend

- Beginning auditors, with up to one year's experience in internal auditing.
- Non-auditors who are responsible for implementing and monitoring effectiveness of business-controls.

Details of the administrative arrangements are as follows:

Date : 22 – 23 March 2012

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

Registration : 8.45 am

Venue : **M Hotel**
81 Anson Road
Singapore 079908

CPE credit : 16 hours

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

Closing Date : 12 March 2012

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

To: The Institute of Internal Auditors, Singapore
The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972

2 Day Course on Financial & Operational Audits I

22 – 23 March 2012 by Ms Tan Boon Yen

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 16 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 <<<<<