



The Institute of Internal Auditors, Singapore

The Secretariat
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16 January 2012

Dear Members

3 Day Seminar on

Internal Auditor Tools and Techniques

14 – 16 March 2012 by Ms Jacqueline Liau

What you will gain from this Talk:

YOUR OPPORTUNITY TO...

- Learn how to perform the work of internal auditing enabling you to carry out your assignment on a value-added audit engagement
- Engage in a risk-based audit approach, from planning through process documentation to testing, analysis, and reporting
- Understand internal auditing today
- Become familiar with the scope and application of the *Professional Practices Framework*
- Learn the concepts and terms that are central to internal auditing
- View your own organization from an internal auditing perspective
- Learn how to communicate and "sell" internal auditing results
- Participate in active discussions on Singapore's Code of Corporate Governance and Role of IA in Risk Management

Description

To become a successful auditor, a strong base of knowledge and an understanding of basic auditing skills are essential. With this program, internal auditors, as well as finance professionals with internal control responsibilities, can learn the ins and outs of an audit from beginning to end.

Through team exercises, group discussion, and lectures, participants will gain a foundation of knowledge that will allow them to properly prepare for and conduct a successful audit, using preliminary surveys and evidence-gathering techniques. A basic understanding of the roles of risks and internal controls in auditing will also be stressed, along with interpersonal and team-building skills.

Course Outline

INTERNAL AUDITING TODAY

- Define internal auditing
- Identify the roles of internal auditors
- Describe the components of the Audit Model

RISK ASSESSMENT AND RISK MANAGEMENT

- Identify the components of risk assessment and risk management as they relate to internal auditing
- Identify the components of the COSO Internal Control Framework

AUDIT PLANNING

- Identify the requirements of annual audit planning.
- Identify the components of an audit project plan.

INTERVIEWING

- Identify the components of interviews.

PROCESS DOCUMENTATION

- Identify the common forms used during process documentation.

AUDIT PROGRAMS

- Identify the components of audit programs.

EMERGING TOOLS

- Identify emerging tools that automate the audit process.

TESTING

- Identify the methods for obtaining and presenting audit evidence.

REPORTING

- Identify the process to report audit findings.

SELLING OF THE RESULTS

- Identify the best practices for selling audit results to stakeholders.

TEAMWORK

- Identify the components required to function successfully on an audit team.

CODE OF CORPORATE GOVERNANCE AND INTERNAL AUDIT

- Updates and Summary of proposed amendments

INTERNAL AUDIT AND RISK MANAGEMENT

- Role of IA in Risk Management process
- Knowledge sharing of RM practices

Course Facilitator

JACQUELINE LIAU, MBA, CPA (AUSTRALIA), CIA, CCSA, CISA, B ECONS.

Governor, Institute of Internal Auditors Singapore FY 2006-2010; currently Head Group Internal Audit at The Straits Trading Company Limited

Jacqueline has more than 23 years of senior management experience in internal auditing and corporate risk advisory. She has managed audit teams for a variety of audit projects/reviews of companies in Singapore, Asia Pacific region, Europe and USA. She has led a team of audit professionals to provide quality Internal Audit services to companies listed on the Singapore Exchange (SGX) with local and overseas operations. Jacqueline's previous positions include being a Director, Internal Audit Asia Pacific for European and US-listed MNCs and Head, Internal Audit for a large listed property developer in Singapore. These were preceded by positions as Internal Auditor for other Singapore listed companies.

Her internal audit and corporate risk advisory covers a wide range of industries such as property development, sales and leasing, hotel and related services, manufacturing, food and retail, shipping and shipyard operations, logistics and warehousing. She also has hands-on Sarbanes Oxley experience such as conducting internal training sessions, reviews of controls documentation, walkthroughs and independent testing of management controls.

Who Should Attend

- Internal auditors, with 1-2 years' experience in internal auditing
- Finance professionals and Compliance personnel responsible for business-controls, compliance, and internal audit activities

Details of the administrative arrangements are as follows:

Date : 14 – 16 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 : 24 hours

Fee : S\$1,050 (IIA / ISACA Member)
S\$1,365 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 27 February 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

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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\$1,050 and _____ non-member(s) @ S\$1,365.

Participants will be awarded 24 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 <<<<<