

Larry Hubbard & Associates

Skills for Auditors-in-Charge (AIC)

Course Outline

Course Description

This course covers the skills experienced auditors need in order to lead internal audits. The course focuses on audit planning, client relationship management, writing audit reports and supervising auditors.

Intended Audience

The course is designed for

- Experienced auditors beginning to supervise other auditors during the conduct of an audit.
- Experienced lead, or in-charge, auditors who want to expand their skill set.

The class format is small and large group discussions, case studies, practical exercises, facilitator presentations and skill practices.

Pre-requisites

All participants should be experienced in internal audit concepts and practices with skills similar to those covered in Auditing Techniques and COSO Internal Control and ERM courses. These concepts are also covered in Parts 1, 2 and 3 of *Sawyer's Internal Auditing 5th Edition*. Attendees should be performing, or beginning to perform, the in-charge or lead auditor role on audits with one or more assisting auditors.

General Course Outline

Roles and Qualities of Auditors-in-charge

- The role of the auditor-in-charge
- Duties and qualities of the successful auditor-in-charge

Planning the Audit

- The importance of audit planning
- Audit objectives
- The preliminary survey
- The opening conference

Completing Audit Programs

- Attributes of an effective audit program
- Developing and revising audit programs
- Assigning audit tasks efficiently and effectively
- Supervising and Controlling Audits
- Effective supervision techniques

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Reviewing Working Papers

- Attributes of quality working papers and review notes
- Reviewing working papers
- Tips for using electronic work papers

Audit Concerns and Reports

- AIC's responsibilities for audit concerns and reports
- Principles of effective audit reports

The Exit Conference

- Purpose of exit conferences
- Techniques to ensure conferences fulfill audit objectives

Wrapping Up the Audit

- Tasks required to complete audits
- Evaluating management responses to audit reports
- Appraising Staff Auditor Performance

Course Leader

Larry Hubbard is a professional trainer and consultant with a broad background in accounting, auditing, and finance. Prior to founding Larry Hubbard & Associates, Larry's work experience included Mobil Corporation and Ernst & Young. More information is at: www.LHubbard.com.

Administration

The program level is advanced. The delivery method is Group-Live and 15 CPE hours in the Auditing field of study are available.

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