

Marketing Partner



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**MASTERCLASS**

Venue



**ON  
AUDIT  
REPORT  
WRITING**

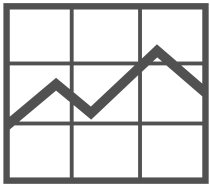
**2018**

**IIA GLOBAL  
TRAINING  
MATERIAL**





## ABOUT THE TRAINING



This training session gives all participants a unique opportunity to go through all steps of preparation and writing of an internal audit report. Participants will also see how to present audit recommendations so that company management can use them for their management decisions. Persuasive communication is an essential skill for auditors at all levels, and high-quality audit reports are a key communication tool. By participating in this course, auditors in all sectors and at all levels will learn what goes into an effective audit observation and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to executives and board-level readers. By honing these skills, they can distinguish themselves in their current positions and prepare themselves for advancement. This is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the basics of audit report writing.

### BENEFITS OF ATTENDING

- To analyze in detail the structure of an internal auditor's report
- To study principles of personnel, time and financial resources distribution used in an internal auditor's report preparation
  - To acquire report writing skills using real practical examples
  - To learn the procedure of presentation of an internal auditor's report.



Managers and staff of internal audit and internal control departments

Who want to optimize the process of internal auditor's report preparation and to create well written reports that can be used to bring about positive change and improvements

Managers and staffs who use internal auditor's report in their work



## AGENDA

### THE AUDIT-REPORT WRITING TASK

- Recognize the criteria for, and importance of, writing audit reports.
- Explain why audit reports are written.
- List the readers of your reports.
- Describe how readers use the reports.
- Describe limitations placed on your reports and on yourself as a report writer.

### COMPONENTS OF AUDIT OBSERVATIONS

- Complete the five components of an audit observation.
- Identify types of criteria.
- Create condition summaries.
- Determine levels of cause.
- Determine levels of effect (or consequence)
- Create recommendations and action plans.
- List the components of audit observations.

### AUDIT REPORT STRUCTURE

- Construct an audit report.
- Evaluate the importance of the various sections included in audit reports.
- Apply one of the four formats to write an audit observation.
- Distinguish the advantages and disadvantages of different report formats.

### QUALITY OF REPORTING

- Develop reports that are accurate, objective, clear, concise, constructive, complete, and timely.
- Develop coherence.
- Practice objectivity.
- Ensure sentence clarity.
- Rephrase technical terminology.
- Write with readability and conciseness.

# BENGALURU

ANCHOR TRAINER



**NIKHEL  
KOCHHAR**

Nikhel is Managing Partner at N. Kochhar & Co. since 1990. Earlier Partner Nath & Kochhar (1984 – 1990).

Nikhel is former President, IIA Delhi Chapter. Earlier held positions of Vice President, Secretary & Treasurer of IIA (2010-14). Member of the Executive Committee of the Doon School Old Boys' Society (1996 - 2000 & 2010 -13). National Council IIA, India & Chairman, Advocacy Committee.

Nikhel has over 26 years of professional expertise in Organisational Systems & Processes, Risk Management, Corporate Governance, Internal Controls & Audit, Training for ICAI, IIA & Corporate Clients and Start-up Advisory.

Industry expertise covers Advertising, Automotive, Auto Components, Aviation, Banking, Chemicals, Education, Engineering, Healthcare, Infrastructure, IT, Glass, Leather, Machine Tools, Media, NGO, NBFC, Pharmaceuticals, Software and Steel etc.

**CHAIR ADVOCACY**

THE INSTITUTE OF INTERNAL AUDITORS INDIA

INVITED



**JOLY  
JOSEPH**

Joly Joseph is the Director in the Internal Audit at Juniper Networks (ICAI). He is responsible for Assurance and Operations reviews while managing the Forensic Intelligence Unit (FIU) of Wipro. His expertise is in establishing a world class internal audit function across geographies, re-defining the audit methodology, delivering value for audit committees and enhancing the overall capability of the team. Joe is a Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) and also holds a Post Graduate Diploma in Financial Management (PGDFM). He has over 14 years of Internal Audit and Forensic Investigation experience across Banking, Technology, Insurance, Consulting and Manufacturing Industries. Prior to joining Wipro, Joe was associated with several blue chip organizations like ANZ, HP, AXA, Deloitte and Ford where he had been an integral part of Audit and Investigations.

**DIRECTOR-INTERNAL AUDIT**

JUNIPER NETWORKS (ICAI)

# MUMBAI

ANCHOR TRAINER



**NIKHEL  
KOCHHAR**

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Industry expertise covers Advertising, Automotive, Auto Components, Aviation, Banking, Chemicals, Education, Engineering, Healthcare, Infrastructure, IT, Glass, Leather, Machine Tools, Media, NGO, NBFC, Pharmaceuticals, Software and Steel etc.

**CHAIR ADVOCACY**

THE INSTITUTE OF INTERNAL AUDITORS INDIA



**HUZEIFA  
UNWALA**

Huzeifa is a senior partner of JHS & Associates. He has over 18 years of composite experience in servicing International, large and medium sized clients in the areas of Management consultancy, Business Advisory, Fraud Investigations, Internal Audits, IT Advisory, SOX/ Clause 49 implementation assistance and Enterprise wide Risk Management. Huzeifa currently leads a multi-skilled team of 50 + people and is involved adding value to clients across sectors. Prior to founding nmah he was a Partner & National Head of Risk Advisory Services practice of BDO in India. BDO is the fifth largest accounting firm globally. In his role at BDO he was responsible for various leadership initiatives that included re-structuring the practice model, scaling the practice size and talent management. Huzeifa has also worked as a Practice Director, Business Risk Services at Grant Thornton in India. Grant Thornton is ranked as the 6th largest accounting firm globally. Huzeifa has played leadership roles in his career mentoring large teams, serving global clients and developing practice innovations.

**SENIOR PARTNER**

JHS & ASSOCIATES



# CHENNAI

INVITED



**K VIDHYADHARAN**

Senior Chartered Accountant with 35 years of Professional Experience and has Served in very Large Industries for 12 years. He is practicing Experience of 23 years.

Vidhyadharan is Rank Holder in CA Intermediate. He is Specialising in Internal Audit, Financial Mgt, Due Diligence and is a Guest Faculty in 6 major Institutions.

He has presented Technical papers in National & International Seminars/Conferences and has Obtained Best Paper Award from ICAI.

He is President of The Institute of Internal Auditors India, Mumbai, affiliated to IIA Inc, Florida, USA.

**PRESIDENT**  
IIA INDIA

**PARTNER**  
MOUNTBATTON & CO.

INVITED



**GIRIDHAR  
JANARDANA**

Giridhar holds a Bachelor's degree in Business Management (BBM), is a qualified Chartered Accountant (CA) from ICAI India, is a Certified information Systems Auditor (CISA), US and is a Lead Auditor (ISO 27001), BSI, UK.

Giridhar has over 15 years of experience in the field of Business Process Consulting, ERM, IA, Corporate governance, SoX, Operational Audits, Application reviews, Revenue Assurance, process reviews.

**PAST PRESIDENT**  
IIA MADRAS CHAPTER

**PARTNER**  
BLUERIDGE CONSULTING SERVICES

# Registration

Please complete in **BLOCK CAPITALS** as information is used to produce delegate badge.  
Please photocopy for multiple bookings.

INVESTMENT ₹ 10995  
+GST

IIA Members Price  
9500+GST

## Delegate Details

Title	First Name
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Organization	
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I agree to APC's payment term. If you have not received an acknowledgment before the conference, please call us to confirm your booking.

## Payment Method

Payment must be received prior the even

Please refer to the following payment options:-

### By Cheque/By Demand Draft-

All cheques/demand drafts should be crossed, marked 'A/C Payee only' and made payable to 'Achromic Point Consulting Pvt Ltd' with the title of the programme (s) indicated clearly on the back of the cheque/demand draft.  
B-92/A, 2<sup>nd</sup> Floor (Top Floor), Kalkaji, New Delhi – 110019, India.

### By Electronic Transfer-

Please make payment to Achromic Point Consulting Pvt Ltd  
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Beneficiary Name: Achromic Point Consulting Pvt Ltd

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## Ways to Register

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## Standard terms and conditions

### Cancellation and Refund Policy

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### Terms & Conditions

Achromic point holds all the rights to circulate and distribute the information discussed, shared and presented at the seminar.

### Payment Gateway

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# ABOUT US



Achromic Point Consulting is an International Consulting Firm with growing presence in India & UAE providing a diversified range of Products & Services. APC works in tandem with enterprises at various levels in order to provide them Consulting, hand holding, Solutions and Services for Starting-up, Scaling-up and turnaround, or achieving Operational Excellence. It provides business solutions at all stages of business life cycle for various Industries. Our foundation is laid on the fundamentals of an ethical, profitable & sustainable growth through a partnering approach. As one-stop-shop for Enterprises, we direct leaders & help make distinctive, lasting and substantial improvements in the performance of their Organization.

## OUR OFFERINGS

ENTERPRISE SOLUTIONS



BRAND ACTIVATION



SEMINARS & CONFERENCES



We have been helping businesses for the past **8+ years** to bridge the skills gap that arises due to the ever so changing Business Environment, Regulatory Framework, Government Policies and Market Dynamics.

