



21st - 22nd October 2009
SOUTHAMPTON

Audit and Survey
Training Course



Tel: 020 8332 9955
Fax: 020 8332 2585
Website: www.abfa.org.uk

Please return to:

The Administration Office
The ABFA
Boston House
The Little Green
Richmond, TW9 1QE





BOOKING FORM

Audit and Survey Training Course
Chilworth Manor Hotel, Southampton
21st - 22nd October 2009



DETAILS

Who should attend? This two day course is aimed at auditors, surveyors and managers looking to gain a basic to intermediary understanding of the best ways to complete an audit or survey visit. The course will include interactive training and video case studies to help make the course a very real and enjoyable experience.

What students will learn: The history and purpose of audit, quickly spotting headline issues, fraud indicators, paperwork analysis, body language, report writing, and the future of audit and survey.

Course content: **The topics to be covered will include:**

- Debtor analysis
- Creditor analysis
- Financial overview
- Stock auditing
- Business systems
- Transaction testing
- Business risks
- Management review
- Cash management
- Recovery solutions
- Audit summary

Duration: 2 days
Location: The course will be held at the Chilworth Manor Hotel, Chilworth, Southampton, Hants SO16 7PT.
Tel: 023 8076 7333

Full details and directions will be sent to delegates on registration. These documents can also be downloaded from the website at www.abfa.org.uk/publicdb/select_event.asp

Registration will be at 9.00am for a 9.30am start and will close at 5.00pm. Day two will begin at 9.00am and finish at 4.00pm.

Maximum number: 25
Dress code: Smart casual

MORE DETAILS

Cost: £475 Members, £715 Non-Members (This includes course material, accommodation on the night of the 21st, lunch, dinner and refreshments.)

Follow-up courses: Fraud & Loss Prevention, Stock as Collateral for Lending

How to book: Please book online at www.abfa.org.uk/publicdb/select_event.asp or complete the enclosed booking form and return (along with your payment payable to the ABFA Educational Foundation) to:
[Administration Office](#)
[The ABFA, Boston House, The Little Green](#)
[Richmond, Surrey TW9 1QE](#)

GUEST SPEAKERS

Alan Baird, Hilton-Baird Group
Alan Baird is a founding Director of the Hilton-Baird Group. Alan has always run his own businesses during which he has experienced life as a factoring client as well as having to deal with the stress of business failure. For over 10 years as a risk / intensive care manager for a major UK invoice finance provider he successfully managed the turnaround of many businesses, ensuring the longevity of many client relationships as well as significantly reduced bad debt provision. He is widely recognised as one of the most experienced and knowledgeable members of the invoice finance community, and has become a key contact for many invoice finance companies as a source of guidance for risk situations. Alan has also established himself as an industry recognised expert in sales ledger reconstruction and recovery. Alan can include business turnarounds in his portfolio of skills and he has brought his indomitable enthusiasm to the benefit of the ABL market.

Christopher Moyle, Hilton-Baird Group
Christopher Moyle is a Director of both the Audit & Survey team of Hilton-Baird Group as well as their Collection Services operation. With 17 years experience in the commercial finance sector, Christopher has managed Operational teams within senior lending organisations and has successfully built teams in customer services and risk. This development was supported by a solid foundation as the head of Debt Recovery for an independent finance provider to the client manager for senior lending with a high street bank. Christopher is an integral part of the training of the Hilton-Baird Groups teams and has responsibility for student's progress on all ABFA courses.

Contact Name _____
Company _____
Address _____
Postcode _____

Telephone _____
E-mail _____

Delegate
Name _____ Job Title _____
Email _____

Delegate
Name _____ Job Title _____
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Delegate
Name _____ Job Title _____
Email _____

Delegate
Name _____ Job Title _____
Email _____

A pre-assessment questionnaire and joining instructions will be sent directly to delegates. These documents are also available on the website. Course material will be given out during the Workshop.

Bookings and Payment

	Per Person
Fee	£
Total Payment enclosed	£

Please make your payment payable to:

ABFA Educational Foundation

Note: no VAT is applicable for ABFA Educational Foundation courses

Cancellation policy

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 45 working days before the start of the Course to qualify for a full refund.
- Written cancellations 30 working days before the start of the Course will be subject to a 50% refund.
- No refund is possible for any cancellations made after 30 working days from the start of the Course.
- We are happy to welcome a substitute delegate at any time.

Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA Limited, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.