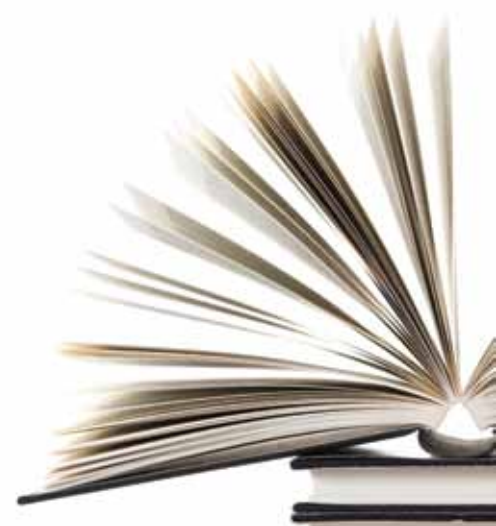




AUDIT AND SURVEY TRAINING COURSE



30th November / 1st December, 2011
STRATFORD-UPON-AVON

PLEASE BOOK ONLINE AT
www.abfa.org.uk/publicdb/select_event.asp

COURSE DETAILS

LOCATION

The course and overnight accommodation will be held at The Stratford Hotel, Arden Street, Stratford-Upon-Avon, Warwickshire. CV37 6QQ. Tel: 01789 271000 www.qhotels.co.uk/StratfordHotel

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.

DURATION 2 days

COST

£475 Members
£715 Non-Members
(This includes course material, accommodation on the night of the 30th November, lunch, dinner and refreshments).

MAXIMUM NUMBER

24

DRESS CODE

Smart casual

FOLLOW UP COURSE

Fraud & Loss Prevention, Stock as Collateral for Lending

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
- Interpretation of Profit and Loss accounts and Balance Sheet
- Financial ratios
- Cash flow and forecasting
- Sage manipulation

GUEST SPEAKERS

Alan Baird, Hilton-Baird Audit & Survey

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.

Graham Bird, Hilton-Baird Audit & Survey

Possessing a wealth of ABL, cross border and financial analysis experience, Graham has considerable risk management expertise in the receivables finance arena. Prior to joining Hilton-Baird, Graham worked as Regional Audit Manager for GMAC, overseeing the team of auditors, conducting higher risk audits and surveys and ensuring the smooth running of the department. Having earned an MSc Masters in Finance, Graham is also a Fellow of the Association of Chartered Certified Accountants (FCCA) and a member of the Institute of Internal Auditors (MIIA). His role at Hilton-Baird involves overseeing the day-to-day running of the audit team, and undertaking larger, more complex reviews.

“Very good course. Both trainers very helpful and give great advice on any questions thrown at them”

“Course - excellent”

“I felt I gained a lot of knowledge which I will take away and use”

CANCELLATION POLICY FOR DAY COURSES

- 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.



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