

# FORENSIC ACCOUNTING & MANAGEMENT



## *EVOLVING A MORE EFFECTIVE & EFFICIENT PROCESS:* **BEST PRACTICES IN FORENSIC ACCOUNTING & MANAGEMENT**



*VINELAND NEW JERSEY - USA  
AUGUST 10<sup>th</sup> - 15<sup>th</sup> 2015*



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## Professional Training Introduction

The right attitude in the workplace helps to lighten the workload for those with managerial and supervisory responsibilities. This is especially true for staff such as team leaders, coordinators, supervisors and senior administrators. Having the right predisposition in the workplace environment will enable such individuals to almost always project a positive state of mind in the discharge of their duties and, inevitably, help to improve workplace performance both for themselves, members of their teams, the students who they serve and the public at large.

Conversely, the lack of a right mental attitude will almost certainly lead to negative outcomes and, in most cases, adversely affect workplace performance, lead to underachievement, conflict in the workplace, protracted stress cycles, communications breakdown and ineffective teams, amongst others.

## Training To Effect Positive Change

Studies have shown that most poor workplace attitude and performance can be dealt with through training interventions in a multi-disciplinary environment such as organization. However, for such intervention programmes to be effective, it is necessary first to understand the sources of the variables contributing to poor workplace attitudes and behaviors; to understand the formal and informal networks and social interactions between administrators, faculty, managers, coordinators or team leaders, their work teams and students. With this initial assessment will emerge the design of a programme which is appropriately suited to influence attitudinal change and derive the desired positive outcomes.

Effectively managing audit, finance and management is essential to any quality management program. Good accounting and management help to proactively ensure quality by measuring and improving processes and procedures. Early detection and prevention through audit activities is the key to ensuring accountability, quality service to the public and lowering the cost of running the university service. Audit and financial management is an integrated process that requires a blend of several process and compliance technologies to achieve real compliance.

Many of the challenges associated with audit and financial management center around open-ended audits and disjointed uncoordinated processes. A core fundamental best practice for audit and financial management is top-down executive management training and culturization change within the university organization, which requires a level of institutional support to ensure that quality is embedded into the fabric of the university administration at every level.

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## Forensic Accounting (FA) Processes & Management Control in Perspective

Good forensic accounting and management programs begin with a clear definition of accounting/management processes and metrics. Unlike financial accounting, forensic accounting is not performed on a routine basis, so it's important for the owner and the executive management team to know when a forensic accounting process or accountant is needed or should be consulted. Below are some fundamental knowledge of FA:

- Professional responsibilities and practice management
- Laws, courts and dispute resolution
- Planning and preparation
- Information gathering and preservation (documents, interviews/interrogations, electronic data)
- Discovery
- Reporting, experts and testimony

## Forensic Accounting Management Best Practices

Effective FA management requires a combination of people, processes, and technology to achieve maximum results. Technology-based audit programs are in and of themselves, insufficient. The best practices summarized below highlight the essential requirements for automated FA management systems and the required processes and human resource requirements to ensure sustained compliance, reduce regulatory risk, fraud and how best to present finding in court:

- Obtain top-down management support and commitment. A fundamental requirement of any compliance initiative that impacts the entire organization is support from senior management. Top-down support ensures that compliance is treated as an organizational mandate versus a departmental challenge. It also ensures that resources will be available as needed to ensure success.
- Establish clear policies, procedures, and metrics. You cannot measure the effectiveness of something that is not defined. FA and financial management programs should incorporate defined policies, procedures, and metrics.
- Integrate essential quality management processes. To ensure success, an effective FA management system should automate the entire FA process and include integration of the following processes:
  - Corrective and preventive actions
  - Change control
  - Non-conformance tracking and management
  - Regulatory document/content management
  - Custom reporting, analysis and analytics
  - Training
  - Compliance intelligence dashboard
- Advise management to establish proactive internal audit schedule. Continuous improvement demands that organizations periodically review internal policies and procedures and apply the necessary corrective and preventive actions to ensure quality. One fundamental preventive action is to perform periodic audits to ensure compliance and operational performance.
- Automate enforcement of accounting checks and balances. Automated systems should segregate duties so that the responsibility for the accounting system be distributed among independent organizations. The system should include and support this best practice. Further, the system should support a multi-tiered approval process to ensure multiple levels of review and approval. Approvals should be documented with signatures and accessible as documented evidence that audits were carried out with the highest integrity and credibility.
- Ensure online and offline access and control. Automated accounting management systems must be accessible across the extended enterprise. Most point solutions that address accounting management are only accessible in the office while the accountants or personnel are online. This is impractical and promotes process inefficiencies and redundancies. Good accounting management programs should allow offline completion and later synchronization of critical activities etc.

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## Learning Benefit & Expected Outcome of the Course

By participating in the above programme, a number of benefits and positive outcomes will accrue to the individuals, their teams and the entire workplace. Such benefits include:

- Demonstrate their analytical capabilities using their critical-thinking skills.
- Understand the basic and practical aspects of forensic accounting.
- Apply the analytical techniques developed to conduct forensic accounting and court preparation.
- Recognize that all decisions within the firm have bottom-line implications.
- Have well-developed team-working skills.
- Examine forensic accounting from corporate issues, been more strategic, critical and legal conscious in their reporting or decisions.
- Recognize the challenges faced by firms in designing and implementing forensic accounting.
- Understand how firms deal with the complexities of a dynamic and highly complex environment.
- Appreciate the role that unintended consequences can have on forensic accounting reports or outcomes etc.

## Course Methodology

### OPEN TRAINING:

- These courses are taught face-to-face by our highly qualified and experienced academician and professional in a comfortable, well equipped classroom
- Comprehensive, high quality course notes are available for learners to take away
- For many people, taking time out of a regular office environment for these short course will let them concentrate and maximize the benefits
- Participants will also be assessed individually and course tailored to organization
- Within the classroom, learners from different businesses and backgrounds can enjoy a networking opportunity.
- Break into syndicate sessions

## Course Structure

- 3 Days general workshop
- 1 Day syndicate sessions
- 1 Day field trip, presentation and certificate & award distribution

### Extra

- Upgrade to Gold or Platinum package
- City tour
- Certificate of Achievement
- Special arrival and cocktail dinner
- Become an alumnus of the Institution
- Business Networking Opportunities

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## Who is the Program for?

This programme is designed for accounting, legal and management professionals in government and private sectors looking to develop their knowledge in forensic accounting and management in order to drive their organization or industry forward. It is expected that this program will be of immense benefit to members of the Board, Administrators, Management Executives, Accountants and Controllers, Directors, Lawyers, Project Directors/Managers, Mid- Level Managers, Team Leaders, and similar level staff, working with both government and private sector.

## Awarding Institution & Partner

**Cumberland County College (CCC)** was the first community college in New Jersey to open its own campus in October 1966. Today, the college is dedicated to preparing students and community members for success in the ever-changing global environment.

Cumberland's core values – pride, service, excellence – drive its attitude toward delivering outstanding academic programs and services. The college's reputation for quality flows from innovative professors who teach in well-equipped classrooms and laboratories.

Enrolling more than 4,000 students during the academic year, Cumberland County College is fully accredited by the Middle States Commission on Higher Education. More than 25,000 students have graduated from CCC since it opened. CCC offers more than 90 career, professional and transfer programs of study. Degree and certificate programs are offered in the fields of Communications, Accounting, American Studies, Business, Education, Public Administration, Social Service, Agriculture/Horticulture, Computer Science, Engineering, Engineering Technology, Mathematics/Science, Office Administration and Technical Studies.

**SOA Financial (SOA)** of Maryland USA, is a management consulting and CPA firm with over ten years experience in providing financial consulting, business development solutions, and capacity development/training for emerging nations. Our client portfolio includes governmental and private organizations both local and international. SOA in collaboration with our partners provide a broad range of services that not only provide advanced solutions but also ensures optimal achievement of client's desired goals throughout its entire life cycle.

In today's changing world, SOA prides itself in building strong synergies, we strongly believe utilizing industry experts and academicians creates that edge, value and increases competitive advantage. SOA currently has service delivery capabilities in the USA, UK, Ghana, South Africa, United Arab Emirate, Australia and Nigeria.

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## Date, Duration, Venue & Course Fee

**DATE:** AUGUST 10<sup>th</sup> – 15<sup>th</sup>, 2015 (Arrival date shall be August 10<sup>th</sup> & 15<sup>th</sup>, 2015)

**DURATION & VENUE:** The program is designed to run for a week; the 5 -day short course to be delivered at College Drive Vineland NJ, 08362-1500 USA.

**TIME:** The schedule is 9:00 to 12:30 (EST) and 14:00 to 16:30 (EST) Time in New Jersey.

### COURSE FEE

**\$3,300 ( US DOLLARS)**  
**Three Thousand, Three Hundred US Dollars Only**

#### This Fee Covers:

- Training Kits & Experts' Tuition
- Feeding (Tea Break & Light Lunch -Buffet)
- Business Networking
- Field Trip
- Visa Invitation Letters
- Awards & Certificates

### VISA REQUIREMENT

Participants subscribing for this course must possess valid US Visa in order to enroll for this programme. In case prospective delegate(s) do not possess entry Visa, our agents can assist prospective delegates to process their Visas including sending invitation letters after payment to the US Embassy of choice (Abuja or Lagos).

## Payment & Other Details Contact

Contact the Coordinator in USA – **Mr. AUDU ABUBAKAR** – [aabubakar@soafinancial.com](mailto:aabubakar@soafinancial.com) +14438399530



*Local - Ms. Thelma Nonye Mbachu 07038442132*



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## Registration

*Complete the form below:*

*Please photocopy this page for multiple registrations*

Name/Dr./Mr./Mrs./Ms.	
Position	
Organization	
Address	
Telephone	
Email	

### HOW TO REGISTER:

**Emails:** [aabubakar@soafinancial.com](mailto:aabubakar@soafinancial.com), [shinao@soafinancial.com](mailto:shinao@soafinancial.com), [telmamems@yahoo.com](mailto:telmamems@yahoo.com)

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