



Seminar – Audit Reporting and Evidence

Training Need:

The increasing complexity of business operations, regulatory expectations, and governance requirements requires professionals to prepare reports that are clear, concise, and decision-oriented.

In many organisations, findings and analyses are technically correct but do not achieve their intended impact due to unclear structure, insufficient linkage between evidence and conclusions, or lack of focus on risk and implications.

This seminar addresses the need to strengthen participants' ability to evaluate audit evidence, apply structured thinking, and communicate findings, risks, and recommendations in a clear, defensible, and persuasive manner.

Objectives:

Enrichment of Knowledge

The scope of the seminar is to assist participants in understanding the principles of effective report writing and the role of relevant and sufficient audit evidence in forming sound conclusions.

Participants will gain a deeper understanding of how findings, root causes, risks, and recommendations should be structured and communicated to support decision-making and effective governance.

Updating of Skills

During the seminar, participants will develop practical skills in:

- Identifying relevant and sufficient audit evidence
- Distinguishing between observation, analysis, and conclusion
- Structuring findings in a clear and logical manner
- Linking evidence to root causes and risk implications
- Writing concise, clear, and professional reports
- Formulating practical and realistic recommendations
- Presenting findings in a way that supports management understanding and action

Practical examples and case scenarios will be used to demonstrate how these techniques can be applied in real working environments.



Improvement of Attitude

With the conclusion of the seminar, delegates will be able to approach report writing and evidence evaluation with greater professional scepticism, clarity of thought, and confidence in their judgments.

Participants will better appreciate the importance of clarity, relevance, and proportionality when communicating findings and risks, and will be more confident in presenting and defending their conclusions.

Teaching methods:

The seminar will be delivered using a combination of methods to encourage engagement and practical application:

- Virtual lecture delivery supported by presentation materials
- Discussion of real-life examples and case scenarios
- Interactive questioning and guided discussions
- Practical exercises and short case studies
- Q&A sessions throughout the seminar
- Group discussions and structured reflection

The seminar will also include practical exercises, case discussions, and interactive participation to encourage the application of concepts in realistic scenarios and to promote exchange of professional experience among participants.

Analytical programme:

- Introduction and objectives of the seminar
- Principles of effective report writing and common weaknesses in audit reports
- Audit evidence: relevance, sufficiency, and reliability
- Linking evidence to findings and conclusions
- Root cause analysis and formulation of risk statements
- Writing clear findings, risks, and recommendations
- Case study: From evidence to defensible conclusions
- Key takeaways, questions, and closing remarks



Seminar Participants:

The seminar is addressed to professionals involved in internal audit, risk management, compliance, quality assurance, and other control or assurance functions, as well as managers and supervisors who are responsible for preparing or reviewing reports and communicating findings or risks.

The content is particularly relevant for professionals whose work involves evaluating evidence, forming conclusions, and presenting recommendations to management.

Expected Outcomes:

Upon completion of the seminar, participants will be able to:

- Identify and evaluate relevant audit evidence
- Structure findings, risks, and recommendations effectively
- Write clear, concise, and professional reports
- Link evidence to conclusions in a logical and defensible manner
- Communicate findings in a way that supports management decisions

Instructors' Profile

Mr. Hajiloizos is the Group Chief Financial Officer and Director of Corporate Services at Windsor Brokers, bringing more than three decades of experience in internal audit, risk management, and corporate governance.

A Fellow of the Association of Chartered Certified Accountants (FCCA), he also holds the internationally recognised certifications of Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), and Certified Risk Management Assurer (CRMA). He graduated from City University, London, with a Joint Honours degree in Economics and Accountancy.

Over the course of his career, Mr. Hajiloizos has worked with a wide range of international organisations in Cyprus and overseas, contributing to projects involving internal audit, fraud investigations, governance, and risk management in sectors such as banking, insurance, hospitality, real estate, manufacturing, and investment services.

Alongside his professional responsibilities, he has been an active trainer for more than 20 years. He regularly delivers seminars and workshops on leadership, communication, critical thinking, conflict resolution, interviewing techniques, corporate governance, and specialised topics in internal audit, risk management, and fraud auditing, combining practical experience with a clear and engaging teaching approach.