

Technical and Training Department

Courses and Seminars for 2010

Your greatest asset

People are an organisation's greatest asset. To get the best from your people, you need to invest in them. Training is one of the most important contributors to the development of employees and a business. Quality training ensures staff have the necessary skills and knowledge to deal with their everyday work and be able to tackle new tasks and challenges with confidence. Organisations that help employees improve their skills enjoy good staff retention while job applicants are more likely to choose organisations that support their personal development.

Crucial to this process is to identify the unique needs of both your business and your staff so that employee training is an ongoing process and not a singular event. Get this wrong and invested funds will be wasted and the result may be a higher staff turnover rate. So how should an organisation go about effectively training its employees?



Training courses and seminars

Chantrey Vellacott DFK is one of the longest-established firms of chartered accountants in the UK. Training is one of our core activities. We run a full programme of training for our own partners and staff, and for the past decade we have used our in depth expertise to develop an extensive range of financial courses and seminars for other organisations.

We do not supply large external corporate training events that your competitors can also buy. Instead, our reputation is based on talking to clients to identify their personnel needs, desired outcomes and long term goals. We then deliver tailored in-house training courses that provide your business with a competitive advantage.

Why Chantrey Vellacott DFK?



- Courses represent better value for money than products on the open market
- Our lecturers have a wealth of practical experience that they draw on in the courses
- Lecturers keep up to date and relay the latest technical and practical information through managing a portfolio of clients.

A wide range of courses – NEW for 2010

Our technical and training department can offer a range of course which is growing fast to suit the needs of our clients.

Auditing standards – the new ‘clarified’ ISAs

The International Standards on Auditing (ISAs), introduced only a few years ago, are undergoing a further revision, known as the ‘Clarity Project’. Their clearer presentation may encourage auditors to give priority to auditing people and risks as well as numbers, and to place less emphasis on ‘ticking boxes’.

- General principles of the Clarity Project
- Changes to the principal risk standards
- Important issues from other ISAs
- The effect of the revised ISAs on auditing practice
- How to make best use of the ISAs
- Case studies

Fraud and accountants in practice – are we doing enough for our clients?

Despite all the legislation and professional standards and guidance, statistics show that the problem of fraud, especially corporate fraud, is still a growth area. A specially commissioned police report (ACPO, 2007) revealed that fraud is costing the United Kingdom £20 billion a year.

- **Money laundering**
 - Recap of legislation
 - Current legal and professional developments
 - Suspicion and tipping off – what do they mean in practice?
 - The impact on auditors and tax advisers
- **Assessing the risk of fraud**
 - Audit risk – understanding the client
 - Assessment of systems and controls
 - Knowledge of the business and how to communicate this
 - Analytical review
 - Practical case studies

Financial Reporting Update – standards to remember in times of recession

It has been some time since accountants have had to focus on some accounting standards which are more applicable in a downturn. This course revises these standards and explains their current relevance.

- FRS 10 – Goodwill and intangible assets
- FRS 11 – Impairment of fixed assets and goodwill
- FRS 12 – Provisions, contingent liabilities and contingent assets
- Revenue recognition – UITF 40
- FRS 21 (IAS 10) – Events after the balance sheet date
- SSAP 20 – Foreign currency translation
- Guidance for directors on going concern
- Future developments



Other courses

Other courses and seminars that we have run for clients include:

Accounting issues

- International Financial Reporting Standards
- Accounting standards for small and medium enterprises
- Financial awareness for managers
- Accounting updates

Auditing issues

- Audit planning and risk analysis
- Risks and controls in small and medium enterprises
- Audit exemption – what about risk?
- Charities – accounting, auditing and legislation update

Legal and professional issues

- The Companies Act 2006 – how does it affect your business?
- Practice management and regulatory threats
- IT governance and security

Fraud issues

- Fraud response planning
- Identity theft
- Corporate fraud

Business courses

- Faster financial closing
- Budget training
- Preparation for your audit

Technical and training team



Kate McCaffrey
BSc ACA

Training Partner

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Kate combines working on a client portfolio with the responsibility of advising our clients and staff on technical issues. She also presents both practical and technical courses to our clients, membership organisations and professional bodies. Having worked as a financial controller she is able to understand the daily budgetary pressures that organisations face. Her knowledge and experience ensures that the training she provides is specific and relevant to the audience.

Kate trained with a major international firm and qualified as a chartered accountant in 1996. She has accumulated a wide range of knowledge of auditing and accountancy across several industry sectors. Post-qualification Kate worked as a financial controller in industry where she gained valuable insight into the daily challenges facing our clients.



David Duvall
MA FCA

Training Manager

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David is responsible for graduate recruitment and co-ordinating student training as well as external and internal lecturing. He read Classics at Cambridge and qualified as a chartered accountant in 1973 with Peat Marwick Mitchell & Co (now KPMG). He worked as a tutor for Financial Training in London and subsequently for ATC Thames Valley, where he was client liaison director.

David has been President of the Thames Valley Society of Chartered Accountants in 1998/99 and again in 2008-09. He is currently the society's Education and Training Officer. He also works with the Royal School of Church Music, in his spare time, where he is education and training officer for Thames and Chilterns area.



Jo Sales
BSc ACA CISA PGCHPE

Technical Manager

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Jo provides internal and external training courses in accounting and auditing. She also maintains a small audit client portfolio while dealing with the firm's ongoing audit and accounting technical queries. Her responsibilities include resolving technical issues, ensuring all departments and staff are provided with appropriate and relevant training, and preparing and presenting quarterly accounting and audit updates.

Jo qualified as a chartered accountant working in audit for a big four accountancy firm. Following this she then worked as a senior lecturer in auditing and accounting at a UK University.



Dr Stephen Hill
BSc TAP CIIP PhD

Head of Fraud & Forensics

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Stephen specialises in internet fraud awareness (Cybercrime), identity theft, IT Security, training and risk management. He performs IT systems reviews for a number of clients and works on guides for fraud detection and prevention for many small to medium enterprises (SMEs) and charities. He has also developed and delivered a series of 'cybercrime' and 'e-fraud' courses aimed at training UK police forces, private sector fraud units and major world banks.

Stephen is a Director and Trustee of the ICAEW Fraud Advisory Panel and chairs the Cybercrime Working Group with colleagues from SOCA, the Home Office and the private sector. He is an associate of the Association of Certified Fraud Examiners, a member of the North East and Eastern Fraud Forum and a member of the steering committee of the London Fraud Forum. Stephen is also an associate of the Institute of IT Trainers and is qualified as a TAP training consultant.

Don't take our word for it...

Below are examples of how we have helped our clients.

Practical accounting and auditing updates

Rather than providing theoretical quarterly updates for our client, we run actual workshop events which have proven popular. This is because they provide delegates with not just the theoretical application of the accounting and auditing standards, but case studies that illustrate the practical book-keeping, accounting entries and audit documentation actually required.

Counter fraud training

The client is one of the largest private banks in Germany with 26,000 employees, 680 branches and over 4 million customers. FSA regulation requires banks to have fraud and risk management policies. The bank therefore required assistance in the implementation and review of fraud and risk management policies. Their management team also needed training in these areas.



Stephen Hill provided training in key risk areas associated with: HR & recruitment, trade finance, customer generated transactions, deal origination and wholesale & treasury. Training was also provided in invoice fraud and cyber crime. The result was the bank was well versed in FSA regulation. We also helped them fulfil their FSA obligations by implementing fraud and risk management policies and then training their personnel.

Budget training

We assisted our client (a trade association) in producing more detailed budgets in order to provide cost effective services. This involved running work shops with budget holders and getting to grips with the fundamental activity drivers of the organisation. The workshops were tailored specifically to the client's circumstances and industry, and have proved to be very successful in achieving cost savings and improving communication within the organisation.

Faster financial closing

There is more pressure on the Accounts Department and Finance Directors of businesses to close the accounts down quicker on a monthly basis. We provided our client with courses and workshops to identify the causes of any delays and remove the "blockages" that hold up the month end close. We work individually on a one to one basis with clients' staff and develop action plans that helped to drive efficiency.

Further contact

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