

ANALYTICAL AND AUDITING SKILLS



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TRAINING CENTER



Introduction

Analytical and Auditing Skills Training Course builds the analytical thinking and audit technique that assurance work depends on. Participants work through analytical review procedures, ratio and trend analysis, variance investigation, data interrogation, evidence evaluation, sampling, root cause analysis, and reporting as one connected method. The programme links the numbers an auditor examines with the conclusions those numbers can support. As a result, learners gain a practical analytical toolkit for audit work. Furthermore, the course strengthens critical thinking, evidence discipline, and reporting clarity.

Analytical and Auditing Skills Course Objectives

- Apply analytical review procedures in audit engagements.
- Perform ratio, trend, and comparative analysis.
- Apply variance analysis and investigate significant fluctuations.
- Apply reasonableness testing and expectation development.
- Apply data interrogation and basic audit analytics techniques.
- Evaluate evidence sufficiency, relevance, and reliability.
- Apply sampling methods, statistical and judgemental.
- Apply root cause analysis to audit findings.
- Distinguish symptoms from causes in audit conclusions.
- Write clear findings, conclusions, and recommendations.

Course Methodology

- Interactive sessions built on analytical and audit case studies.
- Workshops on analytical review, ratio analysis, and variance investigation.
- Group exercises on evidence evaluation, sampling, and root cause analysis.
- Hands-on practice with analytical schedules, audit programmes, and working papers.

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- Simulation of a findings review and an audit conclusion discussion.
- Facilitator coaching and peer review on personal analytical plans.

Who Should Take This Course

- Internal auditors and audit assistants building core skills.
- Compliance and internal control professionals.
- Finance and accounting staff supporting audit work.
- Risk analysts and business analysts.
- Quality assurance and process review specialists.
- Consultants advising on audit methodology and analytical review.

Analytical and Auditing Skills Course Outlines

Day 1: Analytical Thinking for Auditors

- Critical thinking and professional scepticism in audit work.
- Distinguishing symptoms from causes and correlation from cause.
- Framing audit questions precisely.
- Hypothesis development and testing.
- Common reasoning errors and confirmation bias.
- Analytical review in the audit process.
- Case discussion: a finding built on a wrong conclusion.

Day 2: Analytical Review Procedures

- Analytical review purpose, timing, and scope.
- Ratio analysis: profitability, liquidity, efficiency, gearing.



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- Trend analysis and period-on-period comparison.
- Common-size analysis and benchmarking.
- Expectation development and reasonableness testing.
- Documenting analytical procedures and conclusions.
- Workshop: performing an analytical review on a set of accounts.

Day 3: Variance Investigation and Data Interrogation

- Variance analysis: price, volume, mix, and yield.
- Materiality thresholds and investigation triggers.
- Root cause analysis and the 5 Whys.
- Data interrogation basics and audit analytics techniques.
- Duplicate, gap, and exception testing.
- Interpreting outliers and validating explanations.
- Exercise: investigating a significant variance to root cause.

Day 4: Evidence, Sampling, and Working Papers

- Evidence types and the audit assertion model.
- Sufficiency, relevance, and reliability of evidence.
- Sampling methods, statistical and judgemental.
- Sample size drivers and evaluation of results.
- Working paper standards and cross-referencing.
- Documenting judgement and conclusions clearly.
- Simulation: evaluating evidence and documenting a conclusion.





Day 5: Findings, Reporting, and Recommendation Quality

- Structuring findings: criteria, condition, cause, effect, recommendation.
- Writing actionable and proportionate recommendations.
- Distinguishing observations from findings and opinions.
- Report structure, clarity, and tone.
- Discussing findings with process owners.
- Follow-up and verifying corrective action.
- Capstone: presenting an analytical audit review and report.

Conclusion

By successfully completing Analytical and Auditing Skills, participants will gain a practical command of analytical review, ratio and trend analysis, variance investigation, data interrogation, evidence evaluation, sampling, and findings development. They will acquire skills in expectation setting, root cause analysis, evidence assessment, and reporting that make audit conclusions defensible. Gentex Training Center designs the programme to help professionals apply analytical and audit technique with confidence.

FAQs



Q1 What is the "Analytical and Auditing Skills" course about?

It builds the analytical thinking and audit technique that assurance work depends on. The course spans analytical thinking for auditors, analytical review procedures, variance investigation and data interrogation, evidence, sampling and working papers, and findings, reporting and recommendation quality.

Q2 What are the key benefits of the "Analytical and Auditing Skills" course?

You gain a practical analytical toolkit for audit work that links the numbers an auditor examines with the conclusions they can support. The course improves analytical review and ratio analysis, strengthens variance investigation and data interrogation, sharpens evidence evaluation and sampling, and gives you findings and reporting practice that makes conclusions defensible.

Q3 What skills will I gain from the "Analytical and Auditing Skills" course?

You will develop four core skills: analytical review with ratio, trend and comparative analysis, variance investigation with expectation setting and root cause analysis, evidence evaluation and sampling technique, and findings development with clear reporting and recommendations.



Q4 What tools, methods, or standards are covered in the "Analytical and Auditing Skills" course?

The course covers critical thinking and professional scepticism, distinguishing symptoms from causes and correlation from causation, audit question framing, hypothesis development and testing, reasoning errors and confirmation bias, analytical review purpose, timing and scope, ratio analysis for profitability, liquidity, efficiency and gearing, trend and period-on-period comparison, common-size analysis and benchmarking, expectation development and reasonableness testing, documenting analytical procedures, variance analysis for price, volume, mix and yield, materiality thresholds and investigation triggers, root cause analysis and the 5 Whys, data interrogation and audit analytics techniques, duplicate, gap and exception testing, outlier interpretation and validation, the audit assertion model and evidence types, sufficiency, relevance and reliability of evidence, statistical and judgemental sampling, sample size drivers and result evaluation, working paper standards and cross-referencing, documenting judgement and conclusions, findings structured on criteria, condition, cause, effect and recommendation, actionable and proportionate recommendations, distinguishing observations from findings and opinions, report structure, clarity and tone, discussing findings with process owners, and follow-up and verification of corrective action.

Q5 How is the "Analytical and Auditing Skills" course applied in real-world practice?

Participants apply it to real work such as performing an analytical review on a set of accounts, calculating and interpreting key ratios, investigating a significant variance to root cause, running a duplicate or exception test over a transaction population, evaluating evidence against an assertion, and drafting findings with proportionate recommendations. The same methods support working paper documentation and audit follow-up.