



Specialization Mini-MBA in Accounting Auditing Financial and Fiscal

Coordinator – Dr. Gonçalo Caiado

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Plan of Specialization Mini-MBA in Accounting Auditing Financial and Fiscal

Total Length

50 Hours

Target Audience

The Mini-MBA is aimed at all those who want to improve and update their knowledge of financial analysis and audit.

In this sense, the program is aimed mainly at:

- Middle and senior management of companies;
- Auditors;
- Other professionals who wish to supplement their basic training.

Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

Prerequisites

Not applicable.

General objectives

The audit aims to examine in a comprehensive way the accounting, financial and tax information of a particular company with the purpose of determining the integrity of the internal control system in the financial statements.

The audit is becoming more centralized day to guide decision-making for improved efficiency and effectiveness of the company in the procedures adopted than to penalize the error occurred.

Specific Objectives

This Specialization Mini-MBA aims to provide and update skills to enable:

- Understand the principles and techniques of Accounting Auditing Financial and Fiscal;
- Meet and enable the system of production and control of accounting and financial information;
- Addressing the latest developments in the areas of audit and management control;
- Provide participants with a solid knowledge base necessary for making financial, operational and strategic decisions in organizations.

Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module I – Auditing</i>	10h
<i>Module II – Financial Institutions Accounting</i>	10h
<i>Module III – Management and Information Systems Control</i>	6h
<i>Module IV – Taxation and Tax Audit</i>	6h
<i>Module V – Financial Audit</i>	10h
<i>Module VI – Risk Management</i>	6h
<i>Module VII – Proof of knowledge</i>	2h
<i>Module VIII – Closing</i>	
Total	50h

Program Content

Module 0 – Opening

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

Module I – Auditing

- Auditing standards;
- Summary of the audit process;
- Evidence and working papers;
- Audit procedures;
- Strategy and audit plan;
- System of internal control;
- Verification of the balance sheet and profit and loss accounts;
- Verification of consolidated accounts;
- Conclusions and audit reports;
- Organization of the profession;
- Case Studies – Analysis of a case.

Module II – Knowing the methodologies and techniques of Accounting and Financial Audit

- Auditing standards;
- Introduction to Accounting Banking and Insurance;
- Analysis of the main rules and regulations.

Module III – Management and Information Systems Control

- The management control process;
- Costing systems;
- Organizational design;
- Budgetary control systems;
- Goal setting, performance evaluation and incentive systems;
- Financial performance measures for investment centers;
- Divisional performance and transfer pricing;
- Support systems to control management and risk management.

Module IV – Taxation and Tax Audit

- Identification and resolution of specific problems and study of the fiscal impact of making operational and strategic decisions in the company;
- Under the understanding and scope of overhaul measures of tax systems;
- Analysis of the main procedures of tax audit.

Module V – Financial Audit

- Methodological procedures applied to external auditors and Internal that enable participants to develop the actions of audit and business control;
- Audit review of technical standards (accounting standards) of the ROC order;
- The proof in Auditing: Preparation and constitution of the supporting documentation evidence for the audit;
- Case studies.

Module VI – Risk Management

- Risk Matrix;
- Systematization of methodologies and inventory and risk control - dictionary and matrix of risks;
- Developing a plan of risk management activities and integration in planning processes and management of the units and functions of the company;
- Monitoring and reporting on implementation progress of the action plan.

Module VII – Proof of knowledge

- To assess and evaluate the knowledge acquired.

Module VIII – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objective	Method / Technique
The modules I to V	Expository Demonstrative Active
The modules I to V	Analysis of Real Cases
In every modules	Interrogative

Students Assessment

If the participant chooses to take, the valuation techniques used are part of the three time points as follows, as expressed in the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

Didactic Resources

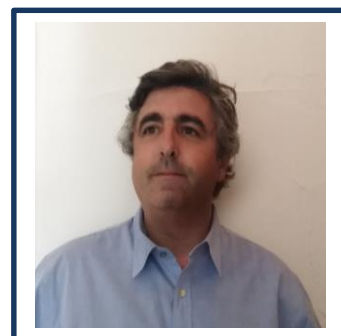
- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit.

Training Team

Dr. Gonçalo Caiado

Qualifications

Degree in Economics
Post-Graduation in Investment
Management and International Trade Specialization Course in Financial
and Auditing
Consultant/Trainer
Certified Accountant



Summary of your Skills

Professional career developed in the areas of Training, Banking and Accounting , with emphasis on topics such as: Audit, Internal Control, Taxation and Team Management. Trainer since 2007, giving several training actions in national and international contexto, at the business level (Intra and Inter Companys) or in the context of a room for a varied audience (Employees and Unemployed).

Of the functions performed in Banking, the role of Internal Control and Internal Trainer in Financial Institution stands out. In Accounting, Enrolled in the Chamber of Chareted Accountants since 2001, being responsible for the accouting of several companies.

Professional Career

Since 2021, Trainer at High Skills Lda. – Formação e Consultoria Lda.

Since 2001, Certified Accountant Registered at the Chamber of Chareter Accountants since 2001, being responsible for accouting for several companies in different sectors of activites.

Since 2013, Liaison Consultant and Specialist, in the area of Management, in the PME Training Program with training in the business context and trainer of several model units certified by various training entities.

From January 2011 to December 2012, Function of coordinator of the Internal Control Office in a financial institution.

From 2008 to 2011, Internal Auditor in Financial Institution.

Conditions

If you have more than two participants contact us to know our business benefits!

High Skills – Formação e Consultoria, LDA.

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

Application Form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Accounting Auditing Financial and Fiscal		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

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