Training Course on Procurement Auditing

Professional Development Training Course Outline

Category	Business	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on Procurement Auditing is meticulously designed to equip professionals with the essential knowledge and skills to conduct effective audits of procurement processes. In today's dynamic business environment, robust **procurement practices** are critical for **cost optimization**, **risk mitigation**, and ensuring **regulatory compliance**. This training delves into the core principles of auditing, specifically tailored to the complexities of the procurement function. Participants will gain expertise in identifying potential weaknesses, evaluating the effectiveness of internal controls, and recommending improvements to enhance overall **supply chain efficiency** and **financial accountability**. By mastering the techniques of **procurement risk assessment** and **fraud detection** , organizations can safeguard their assets, improve stakeholder confidence, and achieve sustainable **value for money** in their procurement activities.

This intensive program focuses on practical application through real-world case studies and interactive exercises, enabling participants to immediately apply their learning. The curriculum covers the entire audit lifecycle, from planning and execution to reporting and follow-up. Key areas of focus include understanding **procurement policies and procedures**, assessing **vendor management processes**, evaluating **contract compliance**, and ensuring adherence to ethical standards. By investing in this training, organizations can cultivate a culture of **continuous improvement** within their procurement teams, leading to enhanced **transparency and accountability** in all procurement operations. Ultimately, this course empowers individuals to become proficient **procurement auditors**, contributing significantly to organizational success through effective oversight and strategic insights.

Programme Curriculum

Training Course on Procurement Auditing

Introduction

Training Course on Procurement Auditing is meticulously designed to equip professionals with the essential knowledge and skills to conduct effective audits of procurement processes. In today's dynamic business environment, robust **procurement practices** are critical for **cost optimization**, **risk mitigation**, and ensuring **regulatory compliance**. This training delves into the core principles of auditing, specifically tailored to the complexities of the procurement function. Participants will gain expertise in identifying potential weaknesses, evaluating the effectiveness of internal controls, and recommending improvements to enhance overall **supply chain efficiency** and **financial accountability**. By mastering the techniques of **procurement risk assessment** and **fraud detection** , organizations can safeguard their assets, improve stakeholder confidence, and achieve sustainable **value for money** in their procurement activities.

This intensive program focuses on practical application through real-world case studies and interactive exercises, enabling participants to immediately apply their learning. The curriculum covers the entire audit lifecycle, from planning and execution to reporting and follow-up. Key areas of focus include understanding **procurement policies and procedures**, assessing **vendor management processes**, evaluating **contract compliance**, and ensuring adherence to ethical standards. By investing in this training, organizations can cultivate a culture of **continuous improvement** within their procurement teams, leading to enhanced **transparency and accountability** in all procurement operations. Ultimately, this course empowers individuals to become proficient **procurement auditors**, contributing significantly to organizational success through effective oversight and strategic insights.

Course Duration

10 days

Course Objectives

1. Understand the **fundamentals of procurement auditing** and its strategic importance.
2. Learn to develop a comprehensive **procurement audit plan** aligned with organizational goals.
3. Master techniques for conducting effective **procurement risk assessments**.
4. Evaluate the adequacy and effectiveness of **internal controls in procurement**.
5. Identify and analyze potential areas of **procurement fraud and corruption**.
6. Assess **vendor qualification and performance management** processes.
7. Examine **contract management and compliance** with contractual terms.
8. Understand the principles of **ethical procurement and supplier relationships**.
9. Develop skills in collecting and analyzing **procurement audit evidence**.
10. Learn to prepare clear, concise, and impactful **procurement audit reports**.
11. Understand the process of **audit follow-up and implementation of recommendations**.
12. Utilize **data analytics in procurement auditing** for enhanced insights.
13. Stay updated with the latest **trends and best practices in procurement auditing**.

Organizational Benefits:

- Enhanced **transparency and accountability** in procurement processes.
- Improved **cost savings and efficiency** through identification of inefficiencies.
- Reduced **risks of fraud, corruption, and non-compliance**.
- Strengthened **internal controls** within the procurement function.
- Better **vendor relationships** through fair and transparent evaluations.
- Improved **contract management** and adherence to terms.
- Increased **stakeholder confidence** in procurement practices.

- Cultivation of a culture of **continuous improvement** within the procurement team.
- Ensuring **compliance with relevant regulations and standards**.
- Enhanced **reputation** through ethical and transparent procurement.

Target Audience:

1. Internal Auditors
2. Procurement Managers and Specialists
3. Finance Professionals
4. Compliance Officers
5. Risk Management Professionals
6. Supply Chain Professionals
7. Government Auditors
8. Anyone involved in overseeing or managing procurement activities.

Course Outline:

Module 1: Introduction to Procurement and Auditing

- Overview of the procurement lifecycle and its importance.
- Understanding the role and objectives of procurement auditing.
- Types of audits relevant to procurement (financial, compliance, performance).
- Key principles and standards of auditing.
- The relationship between procurement and other organizational functions.

Module 2: Planning the Procurement Audit

- Developing a risk-based audit approach for procurement.
- Defining the scope and objectives of the procurement audit.
- Understanding the auditee and their procurement environment.
- Preparing the audit plan and work program.
- Resource allocation and team assignment for the audit.

Module 3: Understanding Procurement Policies and Procedures

- Reviewing and evaluating organizational procurement policies.
- Assessing the adequacy of procurement procedures and workflows.
- Analyzing delegation of authority and segregation of duties.
- Examining compliance with relevant laws and regulations in Kenya.
- Identifying potential gaps or inconsistencies in policies and procedures.

Module 4: Assessing Procurement Risk

- Identifying and analyzing inherent risks in the procurement process.
- Evaluating the effectiveness of risk mitigation strategies.
- Using risk assessment tools and techniques.
- Prioritizing audit areas based on risk assessment.
- Documenting the risk assessment process and findings.

Module 5: Evaluating Internal Controls in Procurement

- Understanding the COSO framework and its application to procurement.
- Assessing the design and operating effectiveness of control activities.
- Evaluating preventative and detective controls in procurement.

- Testing the effectiveness of key controls.
- Identifying control weaknesses and their potential impact.

Module 6: Vendor Management and Evaluation

- Auditing the vendor qualification and selection process.
- Assessing vendor due diligence procedures.
- Evaluating vendor performance monitoring mechanisms.
- Examining the process for managing vendor relationships.
- Reviewing procedures for handling vendor disputes and grievances.

Module 7: Contract Management and Compliance

- Auditing the contract drafting and review process.
- Assessing compliance with contractual terms and conditions.
- Evaluating the management of contract variations and amendments.
- Examining the process for contract termination and close-out.
- Identifying potential contractual risks and liabilities.

Module 8: Detecting and Preventing Procurement Fraud

- Understanding common types of procurement fraud schemes.
- Identifying red flags and indicators of fraudulent activity.
- Evaluating fraud prevention and detection controls.
- Conducting fraud risk assessments in procurement.
- Developing strategies for responding to and reporting suspected fraud.

Module 9: Conducting the Procurement Audit - Evidence Gathering

- Understanding different types of audit evidence.
- Employing various audit techniques (observation, inspection, inquiry, confirmation, recalculation, reperformance, analytical procedures).
- Documenting audit evidence appropriately.
- Using sampling techniques in procurement audits.
- Leveraging technology for data analysis and evidence gathering.

Module 10: Data Analytics in Procurement Auditing

- Understanding the role of data analytics in modern auditing.
- Using data analysis tools and techniques to identify trends and anomalies.
- Analyzing procurement data for potential risks and inefficiencies.
- Visualizing audit findings through charts and graphs.
- Developing data-driven audit insights and recommendations.

Module 11: Preparing the Procurement Audit Report

- Understanding the elements of a comprehensive audit report.
- Writing clear, concise, and objective audit findings.
- Developing practical and actionable recommendations.
- Structuring the audit report effectively.
- Communicating audit results to management.

Module 12: Audit Follow-up and Implementation of Recommendations

- Understanding the importance of audit follow-up.
- Monitoring the implementation of audit recommendations.
- Evaluating the effectiveness of implemented actions.
- Addressing any delays or challenges in implementation.
- Closing out audit findings and ensuring accountability.

Module 13: Ethical Considerations in Procurement Auditing

- Understanding the ethical responsibilities of procurement auditors.
- Maintaining independence and objectivity.
- Ensuring confidentiality and integrity.
- Adhering to professional standards and codes of conduct.
- Addressing ethical dilemmas in procurement auditing.

Module 14: Performance Auditing in Procurement

- Understanding the principles of performance auditing.
- Evaluating the efficiency, effectiveness, and economy of procurement processes.
- Developing performance indicators and benchmarks for procurement.
- Conducting performance audits and identifying areas for improvement.
- Reporting on performance audit findings and recommendations.

Module 15: Emerging Trends and Best Practices in Procurement Auditing

- Understanding the impact of technology on procurement auditing (e-procurement, AI).
- Exploring current trends in supply chain risk management.
- Learning about best practices in sustainable and ethical sourcing.
- Keeping abreast of changes in procurement regulations and standards.
- Developing strategies for continuous professional development in procurement auditing.

Training Methodology:

The training will employ a blended learning approach, incorporating:

- Interactive lectures and presentations.
- Case studies and real-world examples relevant to the Kenyan context.
- Group discussions and collaborative exercises.
- Practical audit simulations and role-playing.
- Q&A sessions and knowledge sharing.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org **or call** *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com