3Qhub

Student Programme
Audit & Accounting 2025/26

Delivered in Partnership with 3Qhub

Key

- **Technical Skills**
- **Essential People Skills**
- **Team Input from Firm**

Course 1
Practical Accounts Preparation

Duration: 5 days

Course 2
Introduction to Auditing

Duration: 5 days

Course outline:

- An Introduction to businesses and accounts
- Accounts terminology
- Principles of double entry
- Cash and credit transactions
- Books of prime entry; digital daybooks, cash books, petty cash book, payroll and journals
- Sales and purchases ledgers
- Bank reconciliations
- How control accounts work
- Functions of the nominal ledger
- Posting from books of prime entry to the nominal ledger and control accounts
- The next stage: accruals / prepayments; bad debts; depreciation / fixed asset disposals; stock
- Computerised trial balance, ETB, accounts adjustments and final accounts
- Checking your understanding
- Working in a team (positive mindset, being helpful, communicating effectively)
- Current Second Year Students – "What does your first year working in audit look like?" with Q&A

Course outline:

- Introduction to the fundamental principles of auditing: What is an audit and why is it needed?; Rules; Stages of the audit; Ethics; Professional scepticism; Knowledge of the client; Risk; Systems and controls; Team briefing; Evidence; Assertions; Directional testing; Materiality; Working papers; Audit programmes; Audit report; Management letters
- Audit of bank and cash, debtors, creditors, fixed assets, stock (including stocktake attendance), turnover, expenses and payroll
- Documenting audit work effectively with clear working papers including the raising of review points
- Recording the client's accounting systems and internal controls; testing the design and implementation of controls
- Communicating with the client
- Professional scepticism – asking clients questions, evaluating responses, probing when necessary, building trust and rapport
- Intro to Proaudit (or other firm specific software)

Course 1
Year 1

Course 2
Year 1

Course 3
Financial Reporting and Auditing (The Next Stage) and an Insight into Audit Planning

Duration: 4 days

Course outline:

- Introduction to financial reporting: Company size criteria; FRS 102, FRS 102 1A; Disclosure requirements for small companies; introduction to medium and large company accounts.

- Disclosure issues including directors' reports for medium and large companies, strategic reports, statements of cash flow

- Awareness of differences between IFRS and FRS 102

- Auditing of more complex areas of the file including provisions and contingencies, corporation and deferred tax, related party transactions, VAT, work in progress, more complex income recognition issues, impairments and estimates.

- Gathering, documenting and using background information to identify risk

- Understanding financial information

- Understanding ISA 315 (revised) and ISA 240 (revised); IT general controls, inherent risk spectrum and fraud risk brain storming at audit team planning meetings

- Independence and ethical considerations

- Risk assessment procedures (including preliminary analytical review)

- Materiality and performance materiality

- Types of audit evidence: tests of operating effectiveness of controls, substantive analytical procedures and other substantive tests

- Sampling

- Substantive analytical procedures (520)

- Being an effective member of the audit team (including prioritisation and planning)

- Dealing with the client effectively

- Handling difficult situations

- Introduction to relevant data analytic tools (e.g. Mindbridge) and use with testing journals, analytical procedures, risk assessment and sample selection

Course 3
Year 1 or 2

Key

- **Technical Skills**   - **Essential People Skills**   - **Team Input from Firm**

Course 4
Audit Planning and Completion

Duration: 4 days

Course outline:

- Reprise of course 3: Obtaining an understanding of the client and its environment including the client's internal controls; Preliminary analytical review; Materiality and performance materiality; Using test of controls, substantive analytical procedures and/or substantive sampling

- Risk assessments and responding to risks

- Designing an appropriate audit strategy and audit plan

- Planning the work of the audit team, including budgeting and staff allocation

- Assessing the quality of the audit evidence obtained

- Effective file completion: Ensuring that all the required audit evidence and explanations have been obtained before the audit file is completed

- Taking on new audit clients and dealing with the previous auditor's

- Using the work of experts and service organisations

- Planning the audit of a group and completing the audit of a group

- Creating an audit completion memorandum and enabling the audit partner to review the file more efficiently

- Telling the audit story – pulling everything together effectively

- Enhanced auditor's report and modifications

- Effective project management: managing your own work and the work of others (including in a hybrid environment)

- Effective file review skills

- Effective feedback

- Understanding direction, supervision, delegation and coaching

- Current Manager(s) within firm – ''What marks out a well planned and completed file?''. ''What does a good audit senior look like?'' With Q&A

- Overview of other relevant technology / systems (if applicable) – e.g., Inflo collaborate, Data Snip-it, Circuit open banking

Course 4
Year 2 or 3

Course 5
The Client Advisor

Duration: 2 days

Course outline:

- Skills of the client advisor
- Modes of communication
- Proactive mindset
- Adding value to client assignments
- Understanding the needs of the client
- Building the relationship
- Managing expectations
- Professional business writing
- Practical case studies throughout

Course 6
The Effective Senior

Duration: 3 days

Course outline:

- The role of the effective senior
- Effective delegation
  1. Planning and preparation
  2. Training others
  3. Support
  4. Review
- Importance of managing upwards
- Working under pressure
- Delivering effective feedback
- Receiving feedback positively
- Managing clients' expectations
- Setting targets and reviewing progress
- Performance discussions

Course 5
Year 3

Course 6
Year 3

Presenters

David Gallagher

David qualified as a chartered accountant at Grant Thornton. He has lectured extensively on audit throughout the UK. David supports clients with management and leadership skills training and business coaching. He uses his vast leadership experience in professional services to help others develop.

He is the Lead Consultant on our student programmes which we deliver throughout the UK, working closely with clients on designing programme content.

Yelda Hakki

Yelda works with clients on both management and technical student training. She has been training accountants for over 10 years, delivering both exam and practical audit and accounts training throughout the UK.

She is a Lead Consultant on our student programmes and works with clients in designing interactive and bespoke student audit and accounting programmes which provides delegates with the practical skills and experience needed to be effective in their trainee roles.

Stephen Gyte

Stephen is a training consultant specialising in delivering accounting and audit training workshops for trainees in professional accountancy firms. His passion is to help people develop, and he enjoys sharing his wealth of experience from both the public and private sector with new generations of accountants starting out on their career.

At 3Qhub, Stephen works with clients on designing and delivering our structured, practical student programmes throughout the UK.

Kaye Davis

Kaye is a qualified accountant and business leader having worked in various senior positions within professional training, accountancy practice and industry. Her vast and varied career has involved roles at BPP, ICAEW and Mercia.

Kaye delivers our student tax and accountancy programmes throughout the UK and also our management training programmes. Known for her enthusiasm, she is passionate about sharing her knowledge and fostering a collaborative learning environment for delegates.

Get in touch

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