



創於1913年  
Founded in 1913

# 香港華人會計師公會 The Society of Chinese Accountants & Auditors

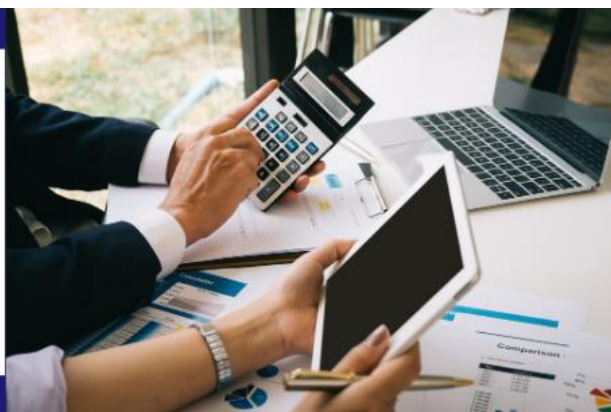
(在香港註冊成立之有限公司)  
(Incorporated in Hong Kong as a company limited by guarantee)

Course Code: 0925

## Training Workshop for Junior Audit Staff: Enhancing Audit Skills and Knowledge

Trainers: Mr. Edison Chow & Ms. Miki Lau

3, 10, 17 & 24 April 2025 (Thursday)



### Training Workshop for Junior Audit Staff: Enhancing Audit Skills and Knowledge (Course Code 課程編號: 0925)

This comprehensive workshop, designed specifically for junior audit staff, strengthens core audit principles, practical skills, and the application of technical knowledge and soft skills in audit engagements. The workshop is divided into four interactive sessions and the contents of each session are summarized as follows:

#### Session 1 (3 April 2025)

1. Professional Ethics
2. Audit Objectives and Planning
3. Materiality and Risk Assessment
4. Analytical Review Procedures
5. Opening Balances and Comparatives

#### Session 2 (10 April 2025)

1. Audit Evidence and Methodologies
2. Tests of Controls and Substantive Procedures
3. Audit Sampling and External Confirmations
4. Audit of Common Financial Statement Areas
5. Audit Documentation

#### Session 3 (17 April 2025)

1. Related Party Transactions
2. Utilizing the Work of an Expert
3. Management Representations
4. Going Concern Assessment
5. Audit Completion Procedures

#### Session 4 (24 April 2025)

1. Key highlights in Selected Audit areas
2. Subsequent Events Review
3. Contingent Liabilities
4. The Independent Auditors Report

#### Trainers: 導師:

##### Mr. Edison Chow

Founder and Managing Partner, ALE & Co. & ALE (CPA) Limited

- Honorary Treasurer - The Society of Chinese Accountants & Auditors ("SCAA")
- Participant - 2024 Guangdong Province High-Level Accounting Talent Quality Improvement Project (Guangdong-Hong Kong-Macao Greater Bay Area High-end Class)
- Member of New Economy and Training & Accreditation Committees, Hong Kong Independent Non-Executive Director Association (HKINEDA)





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## Ms. Miki Lau

Founder, Q Star CPA & Co.



- Over 13 years of experience in assurance and advisory services with a top 10 accounting firm and listed companies in Hong Kong
- Expertise in accounting, auditing, taxation and financial advisory services
- Qualified member of the Hong Kong Institute of Certified Public Accountants (HKICPA) and the Institute of Chartered Accountants in England and Wales (ICAEW)
- Practising Certified Public Accountant (CPA) in Hong Kong
- Member of Training Committee and Practice Management Committee for The Society of Chinese Accountants & Auditors (SCAA)

### Dates:

3, 10, 17 & 24 April 2025 (Thursday)

### 日期:

2025 年 4 月 3、10、17 及 24 日 (星期四)

### Time:

6:30 pm – 8:30 pm

### 時間:

晚上 6:30 – 8:30

### Format:

**Hybrid seminar 混合形式研討會 (A/B)**

### 授課形式:

A. Face-to-face seminar 實體研討會 (Limited seats available 座位有限)

SCAA Premises (6/F, 88 Lockhart Road, Wanchai, Hong Kong)  
香港華人會計師公會 (香港灣仔駱克道 88 號 6 樓)

B. Webinar (Live via zoom) 網路研討會 (zoom 直播)

### Language:

Cantonese (with English Handouts)

### 語言:

廣東話授課並備以英文講義

### Certificate:

Participants who have attended at least three lessons or above will be provided with a CPD certificate.

### 證書:

出席滿三堂或以上的學員，將可獲發 CPD 證書。

### Fee:

HK\$800 for SCAA member/affiliate/member's staff; HK\$1,200 for non-member

### 費用:

華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$800; 非會員，每位 HK\$1,200

### Enrolment:

### 報名:

A. If you would like to join the seminar through **physical mode**, please click [HERE](#) to enroll.

如欲參與**實體形式**研討會，請[按此](#)報名。

B. If you would like to join the seminar through **online mode**, please click [HERE](#) to enroll.

如欲參與**網絡形式**研討會，請[按此](#)報名。

**\*\*For participants paying by cheque, please be reminded to complete the online form and send together with your cheque to the Secretariat. Enrolment will be processed upon receipt of the cheque.**

**\*如選擇以支票形式付款，請完成網上表格連同支票寄回本會秘書處。報名將以收妥支票為準。**



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## Remarks: 備註:

The link to the zoom webinar will be sent to registered participants via email prior to the webinar.

Zoom 研討會連結將於課程舉行前發送至參加者的登記電郵地址。

## Enquiry: 查詢:

SCAA Secretariat 華師秘書處

Tel 電話: 2869 6680

Email 電郵: [training@scaacpa.org.hk](mailto:training@scaacpa.org.hk)

Facebook: [www.facebook.com/scaacpa](https://www.facebook.com/scaacpa)

