MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Accounting, Finance and Budgeting

Auditing, Compliance and Financial Management for Donor-Funded Projects

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

This customised Magna Skills programme equips finance professionals, auditors, grants officers and project managers with practical skills to manage donor funds, monitor compliance and prepare projects for financial reviews and audits.

The programme integrates project budgeting, expenditure verification, internal controls, financial reporting and risk-based auditing. Participants will learn to translate funding agreements into practical compliance requirements, assess supporting documentation and identify weaknesses that could result in questioned costs, reporting errors or financial losses.

Through realistic case studies and Excel-based exercises, participants will review project transactions, reconcile financial records, prepare audit schedules and develop corrective action plans. Activities will be adapted to participating organisations' funding arrangements, operating environments and applicable donor requirements.

Course Outcomes

1. Interpret funding agreements and establish financial controls aligned with donor requirements.
2. Prepare project budgets, cash forecasts and financial reports supported by reliable accounting records.
3. Assess expenditure eligibility, procurement compliance and the adequacy of supporting documentation.
4. Plan and conduct risk-based reviews of project financial activities and document evidence-based findings.
5. Strengthen audit readiness, implementing partner oversight and follow-up of corrective actions.

Course Outline / Curriculum

1. Governance and Accountability in Donor-Funded Projects

- Defining financial management, compliance and audit responsibilities across project teams, governing bodies and implementing partners.
- Establishing approval structures, reporting arrangements and safeguards for auditor independence and objectivity.

2. Funding Agreements and Donor Compliance

- Translating funding conditions into a compliance matrix covering eligible costs, procurement, reporting deadlines and required approvals.
- Managing amendments, budget restrictions, counterpart contributions and documentation requirements throughout the project lifecycle.

3. Project Budgeting and Financial Planning

- Developing activity-based budgets with documented assumptions, appropriate cost allocations and links to implementation plans.
- Preparing cash forecasts, monitoring commitments and managing budget revisions through approved procedures.

4. Project Accounting, Reconciliation and Reporting

- Structuring accounting codes to track expenditure by donor, project, activity and budget category.
- Reconciling bank accounts, advances and partner balances, and preparing financial reports that agree with underlying records.

5. Internal Controls and Financial Risk Management

- Assessing controls over payments, receipts, payroll, banking, access rights and financial adjustments.
- Developing a financial risk register and addressing weaknesses in segregation of duties, authorisation and recordkeeping.

6. Expenditure Eligibility and Procurement Reviews

- Checking transactions against funding conditions, approved budgets, procurement procedures and evidence of delivery.
- Reviewing shared costs, travel claims, staff charges and supplier payments, and documenting costs requiring clarification or correction.

7. Risk-Based Audit Planning and Testing

- Defining audit objectives, scope, risk priorities and testing procedures appropriate to the engagement.
- Selecting samples, examining supporting records and maintaining working papers that explain procedures, evidence and conclusions.

8. Fraud Indicators and Implementing Partner Oversight

- Recognising indicators such as duplicate payments, altered documents, undisclosed conflicts of interest and unsupported expenditure.
- Assessing partner financial capacity, reviewing advance liquidations and escalating suspected irregularities through

authorised channels.

9. Audit Findings, Corrective Actions and Audit Readiness

- Preparing findings that clearly explain the criteria, condition, cause, effect and recommended action.
- Organising audit files and tracking management responses, responsible officers, deadlines and evidence of corrective action.

10. Project Closure and Integrated Practical Case Study

- Reviewing final expenditure, outstanding advances, unspent funds, asset handover and records retention against funding requirements.
- Completing a project case study combining financial reporting, compliance testing, audit findings and a prioritised improvement plan.

Practical takeaway: Participants will develop reusable templates for a donor compliance matrix, financial risk register, expenditure review checklist, audit working papers and corrective action tracker.

Target Audience

- **Non-finance managers** of small to medium-sized NGOs who want to improve their knowledge of financial management and are committed to integrating financial management into programme management.
- **Finance staff** of small to medium-sized NGOs interested in applying their skills and knowledge to implement appropriate finance systems and broaden their knowledge on strategic financial management issues.
- **Programme managers** in international NGOs who advise and support local NGO partners.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Auditing, Compliance and Financial Management for Donor-Funded Projects
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____