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Autumn 2021  
Programme

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Technical  
CPD  
2 and 3 hr

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Date	Course	Trainer	Time
28 <sup>th</sup> Sept	IFRS Financial Statements End to End	Peter Herbert	9.30 – 11.30
29 <sup>th</sup> Sept	General Tax Update	Ros Martin	9.30 – 12.30
5 <sup>th</sup> Oct	Top Tips for an Efficient Audit	Richard Hemmings	9.30 – 12.30
8 <sup>th</sup> Oct	Financial Statements Update	John Selwood	9.30 – 12.30
11 <sup>th</sup> Oct	MTD Update	Rebecca Benneyworth	9.30 – 12.30
13 <sup>th</sup> Oct	Practice Regulation Update	Peter Herbert & Edward Rands	9.30 – 12.30
18 <sup>th</sup> Oct	Tax Issues of Buying & Selling Businesses	Ros Martin	9.30 – 12.30
2 <sup>nd</sup> Nov	20 FAQs on Charity Accounts Disclosures	Peter Herbert	9.30 – 11.30
3 <sup>rd</sup> Nov	Autumn Audit Update	Peter Herbert	9.30 – 12.30
9 <sup>th</sup> Nov	Small Company Accounting in Difficult Times	Richard Hemmings	9.30 – 12.30
16 <sup>th</sup> Nov	Property Accounting Issues	Peter Herbert	9.30 – 11.30
26 <sup>th</sup> Nov	Accounting & Tax for Businesses in Distress	Peter Herbert and Ros Martin	9.30 – 12.30
29 <sup>th</sup> Nov	VAT Update	Dean Wootten	9.30 – 12.30
2 <sup>nd</sup> Dec	IES 8 for Partners	Richard Hemmings and Nicky Clough	9.30 – 11.30
9 <sup>th</sup> Dec	Property Taxes	Dean Wootten	9.30 – 12.30

## CPD Bites

Date	Course	Trainer	Time
27 <sup>th</sup> Sept	Managing Difficult Situations Assertively	Nicky Clough	12.30 – 1.30
28 <sup>th</sup> Sept	IFRS Update	Peter Herbert	12.30 – 1.30
4 <sup>th</sup> Nov	Budget Update + Tax Q&A for OMBs	Ros Martin	12.30 – 1.30
11 <sup>th</sup> Nov	Audit Sampling	Clare Jones	12.30 – 1.30
16 <sup>th</sup> Nov	The Auditor and Fraud	Peter Herbert	12.30 – 1.30
25 <sup>th</sup> Nov	Effective Analytical Review Procedures	Clare Jones	12.30 – 1.30

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## Trainee courses

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Date	Course	Trainer	Time
24 <sup>th</sup> Sept	Working Well with Others	Nicky Clough	12.30 – 1.30
21 <sup>st</sup> Oct	Commercial Awareness for Audit Seniors	Nicky Clough and Richard Hemmings	9.30 – 12.30
11 <sup>th</sup> Nov	What Makes a Good Audit Senior?	Clare Jones	9.30 – 11.30
25 <sup>th</sup> Nov	What Makes a Good Audit Junior?	Clare Jones	9.30 – 11.30

“Good, engaging lecturer, keen to help and answer questions.”

“Great presenter, good explanation of the course content and very willing to answer questions whilst on the course and afterwards.”

## Testimonials

“Brilliant delivery and condensing of key points. Delivery ideal as very practical.”

“Excellent, practical and to the point.”

“Engaging and good interactive content.”



## The Details

### Platform

All courses are run on the Zoom webinar platform with computer audio or dial in via phone options available.

### Format

Course numbers are limited to ensure all participant questions are answered. Every effort is made to ensure sessions are engaging and interactive, through polls and Q&A.

### Bookings

Bookings can be made directly on our website via the links throughout this brochure. Block bookings across courses can also be made on our website with the option to pay via credit card or on invoice. Alternatively you can download our booking form [here](#) and email it to [enquiries@insight-training.biz](mailto:enquiries@insight-training.biz).

### Prices

3 hour courses £65 + VAT per person or £55 + VAT per person where 5 or more places across all courses are booked  
2 hour courses £50 + VAT per person  
1 hour courses £30 + VAT per person.

### Joining links and materials

Delegates will be emailed materials and reminded of joining links the day before each course.

### Cancellations

Bookings are fully refundable up to 3 full working days before the course.

### Privacy Policy

For details of our privacy policy, please see [www.insight-training.biz/privacy-policy](http://www.insight-training.biz/privacy-policy)

## IFRS Financial Statements End to End (2 hr)

Many small and medium sized practices have some involvement in preparing and auditing IFRS financial statements but struggle with the dense and quite confusing formats and notes to the accounts which IFRS requires.

This 2 hour session will walk through a set of IFRS financial statements, highlight all the important disclosures and why they're there and provide practical guidance to ensure errors are avoided. Topics covered include:

- Format options for primary statements
- Frequently required disclosure notes for SME businesses and where they go wrong
- Disclosure requirements of IFRS 15 and IFRS 16 with common errors
- Preparing accounts under FRS 101
- Key disclosure similarities and differences – IFRS v FRS 102

[Click here to book](#)

## IFRS Update (1 hr)

Although the number of changes to IFRS has been less significant during the last 2 years, it's very important that practitioners stay up to date. This 1 hour session will provide a concise update on all the relevant recent developments for accountants preparing and auditing IFRS financial statements:

Topics covered include:

- Changes to IFRS accounting and disclosure rules for December 2020 and December 2021 year ends
- ICAEW and FRC feedback and what it means for IFRS accounts for SME businesses
- Changes to FRS 101
- More practical implementation issues for IFRS 15 (revenue) and IFRS 16 (leases)
- What BREXIT means for IFRS financial statements
- Direction of travel – changes in the pipeline

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## Autumn Financial Statements Update (3 hr)

The update will cover all the latest changes to UK GAAP, new FRC and ICAEW guidance, and news from Companies House. There will also be an overview of any relevant IFRS issues. The session will use practical examples and case studies, covering both small and large companies, and will cover:

- Recent changes to FRS 102 and FRS 105
- Changes to other relevant accounting standards and SORPs
- Any relevant Exposure Drafts
- Refreshers on hot accounting topics such as deferred tax
- Impact of Covid-19
- Real world examples of good disclosures
- Companies House update – electronic filing and the latest on filing deadlines
- The latest on narrative reporting
- The latest guidance from ICAEW

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## 20 FAQs on Charity Accounts Disclosures (2 hr)

During charities courses and file reviews we get lots of questions about presentation and disclosure and how to get it right. This session will focus on the most common areas of concern and how to ensure that disclosures are spot on. Topics covered will be:

- Disclosure of transactions with trustees
- Other related party transactions
- Key disclosures for grant giving charities
- Funds analysis notes – key tips and traps
- Key differences for smaller and larger charities
- Presentational requirements for receipts and payments accounting

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## Small Company Accounting in Difficult Times (3hr)

The Covid-19 pandemic, coupled with the changing landscape around Brexit, has created huge uncertainty for some businesses and given rise to accounting challenges not previously encountered by accountants, auditors, or indeed standard setters. This session tackles some of the common accounting challenges facing small companies and provides a practical insight into current thinking and best practice.

Topics covered include:

- Asset valuations and impairments
- Accounting for refinancing
- Impact of Brexit on small company accounts
- Going concern disclosures
- Other disclosure considerations for small companies

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## Property Accounting Issues (2 hr)

Most practitioners act for clients that have some accounting issues relating to property. Many act for professional landlords, property traders or property developers. Most other clients will own or rent property - which create their own accounting challenges. This session will look in depth at all the relevant issues and consider solutions in the event that either FRS 102 or FRS 105 is being applied.

Topics covered include:

- Accounting implications of raising finance for property transactions
- Classifying properties in financial statements
- Investment property accounting – frequently asked questions
- When should property developers recognise revenue?
- Construction contract accounting – key tips and traps
- FRS 102 v FRS 105 – key similarities and differences

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## Accounting and Tax for Businesses in Distress (3 hr)

The Covid-19 pandemic has hit some businesses very hard and this creates challenging issues from both an accounting and a tax perspective. This seminar will look at a range of accounting and tax issues and how they interrelate.

Topics covered include:

- The financial reporting and tax implications of debt restructuring
- Forgiving debt and debt for equity swaps
- Accounting for companies in administration including group issues
- The tax implications of liquidation
- Important accounting and tax implications of illegal dividends
- How HMRC pursues businesses for unpaid tax
- Ongoing compliance relating to coronavirus support payments

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## Top Tips for an Efficient Audit (3 hr)

With the ever-increasing requirements being placed on auditors, and heightened scrutiny on the profession, it can sometimes feel impossible to carry out an audit that is both compliant and efficient. This challenge can be compounded by methodologies and software necessarily designed to cater for a broad range of audit clients.

This session will concentrate on areas where a clear understanding of the requirements can help teams to focus on the aspects that really matter for a particular client and ensure that time is spent in the right areas.

Specific areas covered include:

- Getting the most out of planning
- The role of the team discussion
- Risk assessment and links to the fieldwork
- Approaches to testing and gauging how much is enough
- Escaping the void at completion

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## Commercial Awareness for Audit Seniors (3 hr)

Commercial Awareness is all about understanding how a business works; understanding the business drivers, processes, key relationships and risks. Commercial awareness is critical for effective auditor-client relationships. It is also essential for performing an efficient audit and maintaining an appropriate degree of professional scepticism.

Using real life case studies, this interactive session will include:

- Key business analysis models and how to apply them in practice, including SWOT, PESTEL and Porters 5 Forces
- How to assess key business stakeholders including the management team and providers of finance
- Consideration at key audit stages including planning and going concern reviews

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## Autumn Audit Update (3 hr)

There is lots changing in the world of audit. Firms are still grappling with changes that have taken effect in 2021. There are big changes in the pipeline affecting risk assessment and quality management and there's a plethora of feedback from professional bodies to take on board. We will highlight all the important changes in this area and what auditors need to do to comply.

Topics covered include:

- Recent changes to ISAs (UK) 540, 570 & 700 – what's happened in practice
- Important changes to audit reports
- Changes in the pipeline – ISA (UK) 315 revised and quality management standards
- Issues arising from FRC disciplinary cases
- Important feedback points on audit quality from cold file reviews

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## What Makes a Good Audit Senior? (2 hr)

Audit seniors need to develop excellent analytical and personal skills, as well as having good technical knowledge. This seminar, aimed at those with 2-3 years' experience, will provide participants with a range of practical tools enabling them to work effectively and efficiently in the audit field - and help develop their skills in managing audit juniors.

Topics covered include:

- Key planning considerations - including understanding the entity, materiality and preliminary analytical review
- Performing risk assessments and how it impacts on audit testing
- Effective analytical procedures and key questioning skills
- Producing and critiquing evidence in more complicated areas of the audit
- Applying professional scepticism – how to question, and listen, effectively
- Reviewing the work of audit juniors and managing and coaching them appropriately

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## Audit Sampling (1 hr)

Audit sampling is an effective and efficient way to perform audit testing whilst satisfying the auditor's objective of providing reasonable assurance on the population from which the sample is selected. This seminar will highlight the key principles in using and applying sampling in audit testing.

Topics covered include:

- The objective and key concepts of audit sampling
- Understanding the statistical and non-statistical sampling approaches when designing and selecting the audit sample
- Considering audit risk and materiality in your sample process
- Reviewing the principal methods of sampling and their appropriate use, e.g. monetary unit, haphazard, random
- Evaluating the sampling results and determining any further audit response

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## The Auditor and Fraud (1 hr)

The pandemic has focussed many auditors on fraud risk – how to spot and how to respond. This short session will give audit teams a practical insight into the sort of frauds that can happen in small and medium-sized entities and how to address them during the audit.

Topics covered will include:

- The fraud triangle – what it is and why it matters
- Common frauds in private companies and how to spot them
- Addressing the risk of management fraud when performing audit
- Fraud hot spots during the pandemic
- How to exhibit professional scepticism and evidence this on file

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## What Makes a Good Audit Junior? (2 hr)

An audit junior is required to understand the fundamental principles of an audit and the relevant audit assertions. This seminar, targeted at those with up to two years' practical experience, will provide participants with a range of practical tools to develop their skills and competence in the field.

Topics covered include:

- Understanding audit assertions and directional testing
- Documenting systems notes and performing walk through tests
- How to question, and listen, effectively when talking to client staff
- Using analytical skills and common sense when carrying out audit work
- Documenting work and producing good quality working papers
- When and how to seeking assistance from seniors, managers and partners

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## Effective Analytical Review Procedures (1 hr)

Analytical procedures may be performed throughout the audit, at planning, fieldwork and completion stages. They are an effective audit test in obtaining further audit evidence for various sections of the audit and in forming an overall conclusion as to whether the financial statements are consistent with the auditor's understanding of the entity. This seminar will provide insight into the use and effectiveness of analytical procedures within an audit.

Topics covered include:

- Using preliminary analytical review procedures to understand the entity and its financial performance
- Determining the suitability of using substantive analytical procedures as audit evidence
- Developing a reliable expectation figure to compare against actual results
- Using relevant and reliable sources of evidence
- The importance of final analytical review procedures in forming an overall conclusion

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## IES 8 for Partners (2 hr)

International Education Standard (IES) 8 – *Professional Competence for Engagement Partners* – is a standard which is always on the agenda for ICAEW and ACCA inspectors. Responsible Individuals (RIs) are required to evidence competence in a number of areas on an ongoing basis. The standard centres around a set of competencies that extend well beyond being technically up to date and encompass the broader skillset needed to be an effective RI

This session will explore the practical measures RIs and Firms need to take to demonstrate compliance with IES 8, what the relevant skills and competencies entail and also the impact the standard has had on the process of becoming an RI.

Particular emphasis will be placed on interpersonal, communication and organisational competencies and will provide invaluable CPD in these areas.

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# Developing the Modern Professional – Personal effectiveness modules for junior staff

With financial processes increasingly automated, interpersonal as much as technical skills are what make excellent finance professionals stand out from the crowd in the 21<sup>st</sup> Century Practice. This series of bite-sized lunchtime seminars will give junior staff a range of key personal effectiveness tools to help them better cope with the challenges faced at the beginning of their professional career. Staff in many firms are now working remotely. Juniors may miss out on the coaching opportunities that occur more naturally in the office environment. These short sessions will help to fill that gap and start some useful conversations.

## Working Well with Others (1 hr)

- What it means to be an effective member of the team
- Getting and responding to feedback
- Asking for help
- Behaving assertively, not aggressively or passively
- How to deal with difficult situations

## Other sessions in the series are available for on demand viewing on our website:

- [Making a Positive Impression](#)
- [Core Communication Skills](#)
- [Effective Time Management](#)

[Click here to book](#)

# Developing the Modern Professional – Personal effectiveness modules for managers

Once technical skills are mastered, progression and success for today's accountant in Professional Practice will typically depend on interpersonal skills. These include relationship building; communication – face to face and virtual, verbal and written; dealing with clients, colleagues, partners and junior staff; selling and promoting the firm's services; and managing your own personal progression. These bite-sized webinars are designed to offer junior managers or newly qualified staff, who are beginning to develop their own client management responsibilities, some practical tools to implement straight away and to build into their professional development.

## Managing Difficult Situations Assertively (1 hr)

- Dealing with conflict
- Assertive communication
- Courageous conversations – how to tackle difficult situations
- Building your Emotional Intelligence to help you to manage people better

## Other sessions in the series are available for on demand viewing on our website:

- [Getting More from Your Day](#)
- [How to Get the Most from your Team](#)
- [Managing Clients and your Boss](#)

[Click here to book](#)

## Practice Regulation Update (3 hr)

Accountants working in professional practice face a seemingly endless stream of regulatory changes which affect practice management. Non-compliance can result in a bad outcome at the time of an inspection visit from a professional body. This popular course will explain all the recent changes and also highlight common issues on professional body regulatory visits. Topics covered include:

- Latest ICAEW AML hot topics
- Professional Conduct in Relation to Tax – latest ICAEW feedback
- Engagement letters and PI insurance - FAQs
- Client monies and DPB – where firms go wrong and why
- Top tips for managing risk in your practice
- Recent regulator feedback on Practice and Quality Assurance compliance – what the disciplinary cases tell us

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## General Tax Update (3 hr)

The exact coverage of this course will depend on what is current in the world of tax. There is always plenty to talk about and we will consider changes in HMRC guidance, relevant announcements, case law and hot topics being discussed within the profession.

We will cover aspects of the following areas with the aim to consider practical issues of relevance:

- Personal taxes including employment tax issues
- Capital gains tax
- Business taxes
- VAT

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## MTD Update (3 hr)

Making Tax digital for Income Tax continues to be developed apace with the main pilot opening in April 2022 and businesses and landlords facing mandation from April 2023. This session will look in depth at the requirements of the new regime and suggest implementation strategies for practices with a mixture of clients

- MTD for Income Tax – the detailed requirements of the legislation
- MTD for ITSA in practice – what will it mean for your business clients? Sole traders; Partnerships; Personal tax clients with let property
- Implementing MTD – where to start; approaches you might consider; re-engineering your practice to cope; timeframes for migration; impact on your workload and staffing needs
- Penalties for failure to comply
- MTD for VAT – quick update on 2022 mandation and planning

[Click here to book](#)

## T A X

### Tax Issues of Buying and Selling Businesses (3 hr)

There can be complex issues to consider when someone is selling a business and this course aims to cover all aspects of this area, as well as considering the transaction from the purchaser's perspective.

Topics covered will include:

- The tax treatment of different consideration, including deferred consideration
- Making sure that the purchase can get business asset disposal relief
- Compliance aspects including clearance
- Structuring the deal where the purchaser is not a third party, including employee transactions
- Issues for the purchaser including financing of the deal

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### Budget Update + Tax Q&A for OMBS (1 hr)

This session will start by covering the highlights and essential takeaways from the Chancellor's Budget announcement on 27th October.

There will also be the opportunity to ask the questions which are relevant to you in the area of tax for OMBs. You will be invited to submit questions in advance and we will cover as many areas as we can within the session. It's your chance to really focus on the areas which are most pertinent for your clients covering business taxes and reliefs, personal taxes, capital taxes, compliance or anything else you would like to suggest.

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## VAT Update (3 hr)

The course will cover recent case law and HMRC announcements affecting practitioners together with areas where practitioners commonly encounter problems.

Topics covered include:

- Recent case law and HMRC announcements affecting practitioners
- Registration issues – UK and overseas
- Common output tax liability errors
- Input tax recovery on directors, staff and freelancers costs
- Business entertainment and subsistence issues
- Impact of private use
- Business gifts – when we can and cannot recover VAT
- Dealing with sales commission
- Understanding transactions involving agents
- Changes to the default surcharge regime
- Minimising VAT penalties

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## Property Taxes (3 hr)

The course will cover areas that practitioners encounter when dealing with clients with residential and commercial property interests. Topics covered include:

- Problem areas in the rental computation
- When to claim relief on furnishings
- Joint tenants or tenants in common?
- Allocating rental profits between property owners
- When to use declarations of trust and Form 17
- Common issues for clients letting student houses
- Furnished holiday lets
- VAT and direct tax issues for developers
- Issues with the VAT domestic reverse charge in the construction industry
- Principal private residence relief
- CGT reporting
- Use of family trust for gifts of property
- IHT planning with residential buy to let portfolios
- SDLT issues when dealing with residential and commercial property

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# Anti-Money Laundering – Comprehensive Learning Programme

Compliance with the anti-money laundering regime is mandatory for all staff in all firms of accountants, including subcontractors. To help money laundering reporting officers comply with their obligations in this area – and protect them and their staff – Insight Training has produced a suite of four pre-recorded webinars with supporting materials and assessments. A fifth module is available for non client facing staff, who need less detail, but are still required to be aware of the regime and its requirements.

Ideal for new starters, or to bring out of date training records up to date, each training webinar or module lasts about 20 minutes. A multiple choice assessment is completed at the end of the series with scores emailed to delegates to evidence that they have successfully completed the programme.

## Module 1

This module introduces participants to the AML regime, its key features, what staff need to do to comply and what money laundering is.

## Module 3

It is a legal requirement for anyone working in an accountancy practice to report suspicions of criminal conduct to the Money Laundering Reporting Officer. This module will explain the legal background to this requirement, what the reporting process should involve and the sort of issues that might need to be reported.

## Module 2

This module walks participants step by step through what is required in terms of risk assessment and due diligence at the point of new client take on, what needs to be documented and why it matters.

## Module 4

This module will look at a number of other procedural requirements that are important for staff working in an accountancy practice. These include the need to perform ongoing due diligence checks and obligations in respect of the Bribery Act and GDPR.

**Prices vary based on the size of your firm. [Click here for details](#)**



Clare Jones has a professional practice background and is an experienced trainer, specialising in IFRS, UK GAAP and auditing. Clare has delivered numerous courses around the world and leads on IFRS programmes for Insight Training.



Dean Wooten has been a tax trainer for many years and lectures on a wide variety of tax matters, focusing on the practical aspects of the issues presented. He qualified with Grant Thornton, then gained experience in a variety of large and mid-tier firms before qualifying as an Associate of the Institute of Taxation.



Diane Nichols trained and qualified with BDO Stoy Hayward in Manchester. Latterly Diane was an audit partner, with responsibility for HR and training. She has been an independent file reviewer for some years and also runs her own accountancy practice.



Edward Rands was the Risk and Professional Standards partner at Cooper Parry in the Midlands for 11 years. He was the firm's audit compliance principal and led the technical team, which was responsible for maintaining accounting and auditing knowledge, and for dealing with complex problems and queries. He now works as an independent consultant, advising firms on technical and regulatory matters.





James Charlton is an experienced trainer specialising in financial reporting, auditing and charities. He worked in the audit technical team at a national mid-tier firm, providing financial reporting and audit technical advice to the audit and accountancy departments, before becoming an independent training consultant.



John Selwood is a chartered accountant and independent training consultant who speaks on financial reporting, auditing, anti-money laundering and company law. Previously the technical partner for a top 30 firm of accountants and head of an accountancy network, John is a member of ICAEW's Audit and Assurance Faculty's Practitioner Services Panel.



Nicky Clough trained with KPMG and is a founding director of Insight Training. She specialises in the development and delivery of commercial and financial awareness training and business skills coaching and is experienced in the design and facilitation of management development programmes.



Peter Herbert is a founding director of Insight Training. Having trained with KPMG, he has over 20 years' training and audit file review experience. He specialises in financial reporting, auditing, practice regulation and company law, providing practical insights and pragmatic advice. He heads up our team of independent consultants offering technical advice.



Rebecca Benneyworth has worked for many years as a lecturer with a particular practical slant on topics. She is past chair of the ICAEW Tax Faculty, a member of ICAEW Council and volunteers on a number of boards, helping smaller businesses and their advisers. She has her own practice in Gloucestershire, consisting of small businesses and personal tax clients.



Richard Hemmings has many years' experience in technical and training roles in both large and medium sized accountancy practices, most recently Macintyre Hudson (MHA) and BDO. He specialises in financial reporting, auditing and charities.



Ros Martin started her career in tax with the Inland Revenue but left in 2000 to pursue a career in consultancy and training. She set up her own business in 2004 and now spends her time lecturing on all aspects of tax and advising accountancy firms on tax planning and compliance for their clients.

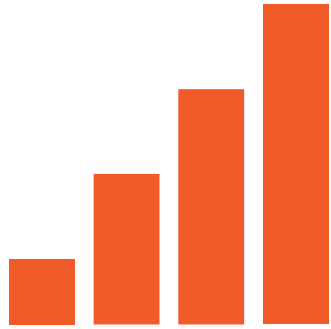


Tim Holt is director of serious crime at Agencia. He has over 40 years' police and National Crime Agency (NCA) experience, mainly working in criminal and financial investigation work. He has presented at many conferences and seminars on anti-money laundering, financial crime, the role of the MLRO, suspicious activity reporting and crypto currency risk.

Insight Training provides financial & commercial awareness training, financial technical training in UK GAAP, IFRS, audit & assurance and anti-money laundering and practice regulation, alongside business skills courses throughout the UK.



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