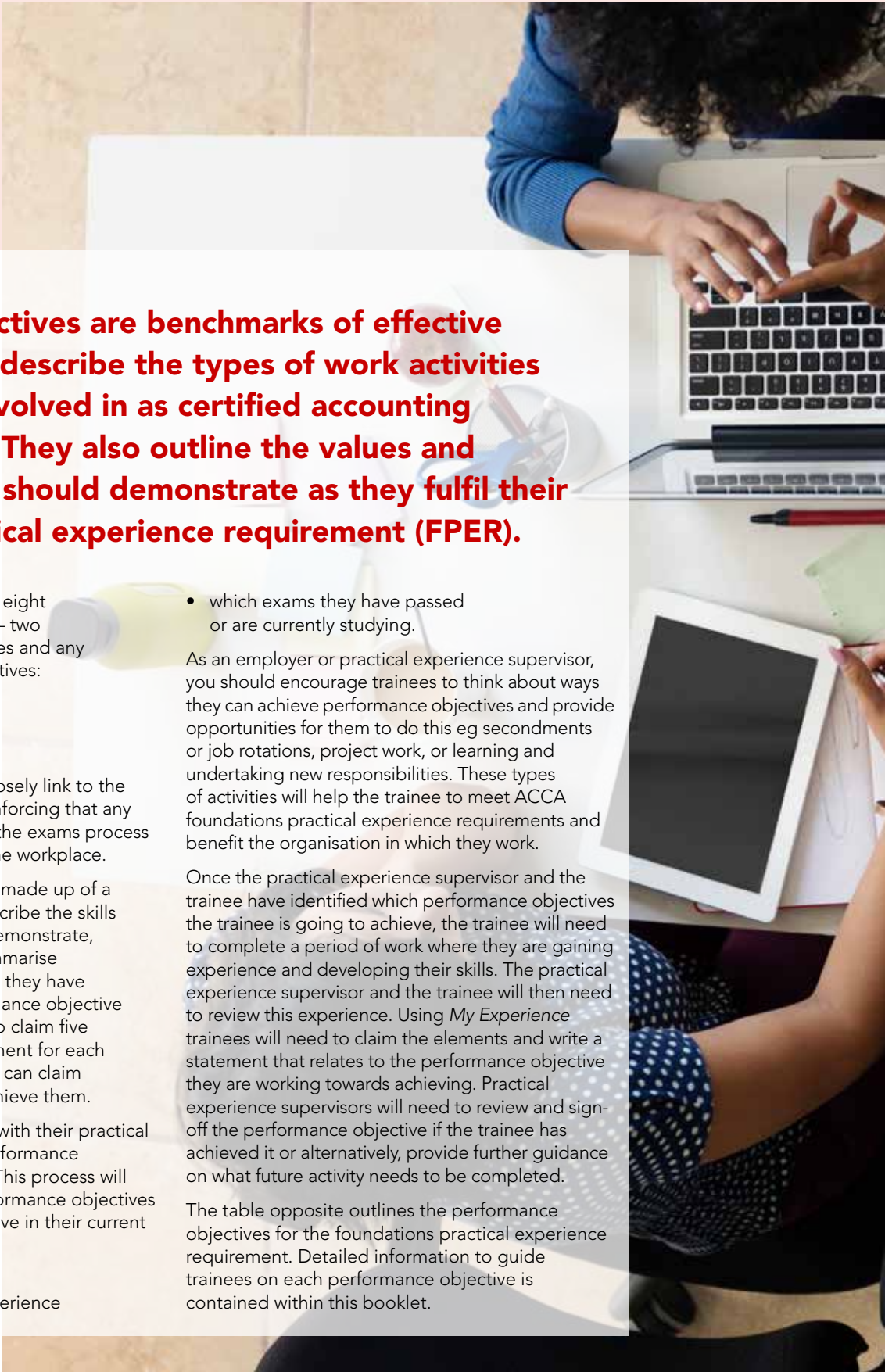


Think Ahead

ACCA

Achieve

FPER Performance
objectives



Performance objectives are benchmarks of effective performance that describe the types of work activities trainees will be involved in as certified accounting technicians (CAT). They also outline the values and attitudes trainees should demonstrate as they fulfil their foundations practical experience requirement (FPER).

Trainees are required to achieve eight performance objectives in total – two Essentials performance objectives and any six Technical performance objectives:

- **one** from group **one**
- **two** from group **two**
- **three** from group **three**.

FPER performance objectives closely link to the foundations exam syllabus – reinforcing that any knowledge developed through the exams process will have a clear application in the workplace.

The performance objectives are made up of a description, elements which describe the skills and experience trainees must demonstrate, and a statement where they summarise and reflect on the work activities they have undertaken to meet the performance objective description. Trainees will need to claim five elements and complete a statement for each performance objective. Trainees can claim elements individually as they achieve them.

Each trainee is required to plan with their practical experience supervisor which performance objectives they aim to achieve. This process will help both to identify which performance objectives the trainee can realistically achieve in their current role. Trainees should consider:

- their role and responsibilities
- opportunities for gaining experience

- which exams they have passed or are currently studying.

As an employer or practical experience supervisor, you should encourage trainees to think about ways they can achieve performance objectives and provide opportunities for them to do this eg secondments or job rotations, project work, or learning and undertaking new responsibilities. These types of activities will help the trainee to meet ACCA foundations practical experience requirements and benefit the organisation in which they work.

Once the practical experience supervisor and the trainee have identified which performance objectives the trainee is going to achieve, the trainee will need to complete a period of work where they are gaining experience and developing their skills. The practical experience supervisor and the trainee will then need to review this experience. Using *My Experience* trainees will need to claim the elements and write a statement that relates to the performance objective they are working towards achieving. Practical experience supervisors will need to review and sign-off the performance objective if the trainee has achieved it or alternatively, provide further guidance on what future activity needs to be completed.

The table opposite outlines the performance objectives for the foundations practical experience requirement. Detailed information to guide trainees on each performance objective is contained within this booklet.



FPER Performance objectives

ESSENTIALS – complete both

- 1 Professionalism and ethics
- 2 Stakeholder relationship management

TECHNICAL GROUP ONE – choose one

- 3 Verify and record income and receipts from originating documents
- 4 Verify and record purchases and payments from originating documents
- 5 Prepare ledger accounts and an initial trial balance
- 6 Provide basic information on costs and revenues

TECHNICAL GROUP TWO – choose two

- 7 Correct errors and process accounting adjustments in an extended trial balance
- 8 Maintain records relating to capital acquisition and disposal
- 9 Prepare the final accounts of unincorporated entities
- 10 Prepare and complete sales tax/vat returns
- 11 Record and analyse information relating to direct costs
- 12 Record and analyse information relating to indirect costs
- 13 Record and analyse information relating to costs, revenues and profit
- 14 Manage and control cash receipts, payments and balances

TECHNICAL GROUP THREE – choose three

- 15 Draft financial statements for different business sectors
- 16 Interpret financial statements for different business sectors
- 17 Use management accounting techniques to support planning and decision-making
- 18 Measure and evaluate financial performance
- 19 Plan and control financial performance
- 20 Use and evaluate accounting systems and financial controls
- 21 Implement internal or external audit procedures
- 22 Prepare personal taxation computations and complete tax returns
- 23 Prepare business taxation computations and complete tax returns
- 24 Grant credit and monitor and control the collection of debts

FPER Essentials Performance Objectives

PO1 – PROFESSIONALISM AND ETHICS

The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.

- a Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.
- b Act with integrity, objectivity professional competence and due care and confidentiality. You should raise concerns about non-compliance.
- c Develop a commitment to your personal and professional knowledge and development. You should become a life-long learner and continuous improver, seeking feedback and reflect on your contribution and skills.
- d Identify, extract, process and evaluate information to make reliable, well-reasoned conclusions.
- e Check, critically analyse and assess financial and other data with professional scepticism. You should question opinion and facts through corroboration and robust testing.

Linked exams

FAB, Accountant in Business
FMA, Management Accounting
FFA, Financial Accounting

PO2 – STAKEHOLDER RELATIONSHIP MANAGEMENT

You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.

- a Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.
- b Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.
- c Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.
- d Develop and build effective and ethical professional relationships and networks.
- e Deal calmly and efficiently with conflicting priorities, deadlines or opinions – both internally and externally – by listening and negotiating.

Linked exams

FAB, Accountant in Business

Technical Performance Objectives

GROUP 1 TECHNICAL – CHOOSE ONE **Linked to Introductory Certificate level**

PO3 – VERIFY AND RECORD INCOME AND RECEIPTS FROM ORIGINATING DOCUMENTS

You verify, prepare and code originating documents and record income and process receipts from customers.

- a Check delivery notes against sales orders.
- b Use sales orders to prepare invoices.
- c Code invoices and credit/debit notes in accounting systems.
- d Check that customer information and calculations are correct, including sales tax (VAT) and ensure that discounts allowed have been applied correctly.
- e Check and reconcile cash received against receipts or invoices issued.
- f Record and process cash receipts and payments in the petty cash and/or cash book and in the sales ledger.
- g Produce statements of account for customers.

Linked exams

FA1, Recording Financial Transactions

PO4 – VERIFY AND RECORD PURCHASES AND PAYMENTS FROM ORIGINATING DOCUMENTS

You verify, prepare and code originating documents relating to purchase transactions and payments to suppliers.

- a Check supplier invoices against goods received notes and check that prices charged and quantities delivered are correct.
- b Code invoices and credit/debit notes in accounting systems.
- c Obtain authorisation for payments.
- d Accurately calculate payments in accordance with purchase invoices or supplier statements.
- e Check that supplier information and calculations are correct, including purchase tax (VAT) and ensure that discounts have been applied correctly.

- f Check and reconcile cash paid against supplier invoices.
- g Record and process cash payments in the petty cash and/or cash book and in the purchases ledger.

Linked exams

FA1, Recording Financial Transactions

PO5 – PREPARE LEDGER ACCOUNTS AND AN INITIAL TRIAL BALANCE

You record, total and balance ledger accounts, reconciling them to control accounts, complete journal entries and extract a draft trial balance, and identify and correct errors.

- a Identify any discrepancies against bank statements and prepare a bank reconciliation statement and correct any errors or omissions in the cash book.
- b Total main and subsidiary ledger accounts.
- c Provide reconciliation of totals against control accounts and identify discrepancies.
- d Prepare adjusting journals and obtain authorisation.
- e Produce an initial trial balance.

Linked exams

FA1, Recording Financial Transactions

PO6 – PROVIDE BASIC INFORMATION ON COSTS AND REVENUES

You provide basic information about revenue and costs, including comparing costs and revenues against previous periods, forecast costs and revenue data and use spreadsheets effectively to support these activities.

- a Classify and code different types of cost.
- b Classify and code different sources of revenue.
- c Process source cost accounting documents.
- d Extract information on costs and revenues for a previous or corresponding period.
- e Provide basic information on costs and revenues to management.

Linked exams

FA1, Recording Financial Transactions

GROUP 2 TECHNICAL – CHOOSE TWO

Linked to Intermediate Certificate level

PO7 – CORRECT ERRORS AND PROCESS ACCOUNTING ADJUSTMENTS IN AN EXTENDED TRIAL BALANCE

You collect and collate financial accounting information (complete or incomplete), identify and correct errors and process accounting adjustments through an extended trial balance.

- a Reconstruct ledger accounts from incomplete records and prepare an initial trial balance.
- b Open a suspense account to record any imbalance.
- c Identify and correct errors to close the suspense account through journal entries.
- d Establish necessary accounting adjustments under the accruals concept.
- e Process necessary accounting adjustments and preparing the extended trial balance.

Linked exams

FA2, Maintaining Financial Records

PO8 – MAINTAIN RECORDS RELATING TO CAPITAL ACQUISITION AND DISPOSAL

You keep records relating to tangible non-current asset acquisition, depreciation and disposal.

- a Record acquisitions and disposals of non-current assets.
- b Calculate depreciation and record it in the accounts.
- c Calculate profit or loss on disposals.
- d Maintain asset registers.
- e Reconcile the non-current asset registers with ledger accounts.

Linked exams

FA2, Maintaining Financial Records

PO9 – PREPARE THE FINAL ACCOUNTS OF UNINCORPORATED ENTITIES

You prepare income statements and statements of financial position for sole traders and partnerships.

- a Produce income statements for sole traders and/or partnerships in the correct format from information in the extended trial balance.
- b Produce statements of financial position for sole traders and/or partnerships in the correct format from information in the extended trial balance.
- c Identify and report any discrepancies or issues related to any items contained within the final accounts and getting them resolved.
- d Follow organisational policies and procedures comply with external regulations related to the timely preparation and submission of final accounts to external authorities.

Linked exams

FA2, Maintaining Financial Records

PO10 – PREPARE AND COMPLETE SALES TAX/VAT RETURNS

You prepare, complete and submit sales tax data and/or VAT returns.

- a Locate and collect the relevant data required to complete sales tax or VAT returns.
- b Calculate inputs and outputs.
- c Calculate sales tax/VAT payable or receivable.
- d Complete a sales tax/ VAT return.
- e Comply with relevant laws and regulations relating to sales tax/VAT and communicate and cooperate with the relevant authorities.

Linked exams

FA2, Maintaining Financial Records

PO11 – RECORD AND ANALYSE INFORMATION RELATING TO DIRECT COSTS

You classify and record direct costs and analyse them for management information purposes.

- a Classify, record and process direct cost information relating to raw materials or finished goods using an inventory cost system such as a FIFO, LIFO, Average or Standard costs.
- b Classify, record and process direct cost information relating to labour and other direct costs.
- c Analyse direct costs relating to specific cost centres and to units of product and service.
- d Check direct cost information relating to inventories held.

Linked exams

MA2, Managing Costs and Finance

PO12 – RECORD AND ANALYSE INFORMATION RELATING TO INDIRECT COSTS

You classify and record indirect costs for management information purposes.

- a Identify and classify indirect (overhead) costs and allocate them to individual cost centres.
- b Identify and classify indirect (overhead) costs, including service centre costs, and apportion them to individual cost centres.
- c Determine relevant activity levels for individual cost centres and calculate appropriate overhead absorption rates.
- d Make adjustments where overheads are under or over recovered.

Linked exams

MA2, Managing Costs and Finance

PO13 – RECORD AND ANALYSE INFORMATION RELATING TO COSTS, REVENUES AND PROFIT

You record, estimate and analyse departmental, unit, job or process costs and revenues to calculate and optimise profitability.

- a Analyse and estimate costs by their behaviour using basic statistical techniques to distinguish between fixed, variable and semi-variable costs.
- b Calculate departmental, unit, job or process costs and revenues using appropriate assumptions.
- c Determine the profitability of a department, unit, job or process using relevant costing techniques.
- d Use decision-making techniques such as break-even analysis, cost-volume-profit and limiting factor analysis to support business decisions on pricing and output.

Linked exams

MA2, Managing Costs and Finance

PO14 – MANAGE AND CONTROL CASH RECEIPTS, PAYMENTS AND BALANCES

You manage, forecast and monitor overall cash receipts, payments and balances.

- a Forecast cash payments and receipts to ensure adequate cash is available.
- b Monitor cash receipts and payments to identify significant deviations from anticipated cash requirements.
- c Arrange overdraft and loan facilities according to anticipated requirements.
- d Invest surplus funds where permitted.
- e Ensure financial regulations and security arrangements are followed to prevent fraud and error.

Linked exams

MA2, Managing Costs and Finance

GROUP 3 TECHNICAL – CHOOSE THREE

Linked to Diploma level

PO15 – DRAFT FINANCIAL STATEMENTS FOR DIFFERENT BUSINESS SECTORS

You prepare statutory financial statements, including income statements, statements of financial position and cash flows and provide all supporting information under relevant legal and regulatory requirements for the sector in which you have experience.

- a Draft financial statements for single companies and groups of companies in accordance with accepted format and conventions, ensure compliance with relevant laws, regulations, accounting standards and the requirements of external authorities including the tax and company registration authorities.
- b Draft supplementary or explanatory schedules or reports to be included in the financial statements.
- c State financial policies and making adjustments for changes in accounting estimates and errors.
- d Draft notes or information relevant to the financial statements.

Linked exams

FFA, Financial Accounting

PO16 – INTERPRET FINANCIAL STATEMENTS FOR DIFFERENT BUSINESS SECTORS

You identify the different elements of financial statements and interpret financial performance and position for the sector in which you have experience.

- a Identify the components of financial statements and their relationships with each other.
- b Interpret the relationships between elements within financial statements using relevant techniques, including ratios and relevant performance measures or indicators.
- c Analyse the financial performance and position of entities and identify comparisons between organisations and trends over time.

- d Identify and explain unusual features or significant issues in financial performance and position between organisations and over time and present valid conclusions or recommendations.

Linked exams

FPA, Financial Accounting

PO17 – USE MANAGEMENT ACCOUNTING TECHNIQUES TO SUPPORT PLANNING AND DECISION-MAKING

You use relevant management accounting techniques to support planning and decision-making.

- a Use relevant statistical techniques to analyse costs and revenues into their different types for making business estimates.
- b Apply relevant costing and other techniques to analyse costs against jobs, processes and products appropriately.
- c Forecast and evaluate costs and revenues to support business planning.
- d Select relevant techniques to appraise alternative investment projects and to add most value where investment funds are limited.

Linked exams

FMA, Management Accounting

PO18 – MEASURE AND EVALUATE FINANCIAL PERFORMANCE

You use relevant management accounting performance measurement techniques to support management.

- a Reconcile and compare management accounting information from different sources.
- b Collate and analyse information on costs and revenues.
- c Compare financial performance between products, services, departments and divisions within a business and over time.
- d Calculate relevant ratios and performance measures to evaluate economic, efficient and effective use of resources in achieving business objectives.

- e Identify and recommend options for reducing costs, increasing effectiveness and making efficiencies through improving business processes and operations.

Linked exams

FMA, Management Accounting

PO19 – PLAN AND CONTROL FINANCIAL PERFORMANCE

You use relevant management accounting planning and control techniques to support management.

- a Produce forecasts of demand, revenues, resource needs and costs.
- b Produce schedules and reports of data and information that budgets can be prepared from.
- c Prepare individual budgets for sales, production, inventories, expenses and cash.

Linked exams

FMA, Management Accounting

PO20 – USE AND EVALUATE ACCOUNTING SYSTEMS AND FINANCIAL CONTROLS

You use, manage and improve accounting systems and controls.

- a Use accounting systems to support your work.
- b Identify areas of inefficiency, weakness or risk in accounting systems or controls.
- c Review operational arrangements for the reliability and security of accounting systems or controls.
- d Recommend changes to accounting systems or controls to improve their economy, efficiency, or effectiveness.
- e Update and implement new accounting systems or controls.

Linked exams

FAB, Accountant in Business

PO21 – IMPLEMENT INTERNAL OR EXTERNAL AUDIT PROCEDURES

You plan, conduct and report on an internal or external audit assignment.

- a Plan an audit by gather background information, identify control objectives, assess risks and identify any control deficiencies.
- b Decide upon appropriate tests and make suggestions for the audit plan.
- c Conduct substantive tests and report any unusual items to the audit supervisor.

Linked exams

FAU, Foundations in Audit

PO22 – PREPARE PERSONAL TAXATION COMPUTATIONS AND COMPLETE TAX RETURNS

You prepare personal tax computations and complete relevant returns.

- a Calculate taxable income and benefits from employment, identify personal allowances and allowable expenses.
- b Calculate taxable investment income by preparing schedules of property and investment income and applying relevant deductions and reliefs.
- c Calculate taxable capital gains by identifying chargeable assets and investments, allowances and reliefs.
- d Compute income tax and capital gains tax payable from all sources and complete and submit the relevant tax return.

Linked exams

FTX, Foundations in Taxation

PO23 – PREPARE BUSINESS TAXATION COMPUTATIONS AND COMPLETE TAX RETURNS

You prepare business tax computations and complete relevant tax returns.

- a Adjust trading profits and losses for tax purposes, adjust for allowable expenses and the private use of assets by owners, and compute assessable business income.
- b Classify expenditure and receipts on the acquisition and disposal of capital assets, and compute capital allowances.
- c Identify and value chargeable assets that have been disposed of, applying any reliefs, deduct allowable costs and compute chargeable gains.

Linked exams

FTX, Foundations in Taxation

PO24 – GRANT CREDIT AND MONITOR AND CONTROL THE COLLECTION OF DEBTS

You manage credit facilities and credit controls.

- a Agree credit terms with customers according to your organisation's policy.
- b Use credit checking agencies or other methods to identify credit risks to determine the opening of credit facilities or to refuse credit where appropriate.
- c Monitor accounts receivable and provide information to customers about their accounts and to the organisation on the overall control of receivables.
- d Collect debt and manage late payments by appropriate means.

Linked exams

FFM, Foundations in Financial Management

Contact your local ACCA office – details can be found on our website – or *ACCA Connect*, our global customer service centre, by email or telephone as shown below.

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