

Think Ahead

ACCA

Focus on your future

How to become a
professional accountant

Accountancy
Finance
Business
Management

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Focus on your future

How to become a professional accountant

The future is in your hands – but here at ACCA, we'll support you on every step of your journey to success. This guide will help you understand how our qualification lets you fulfil your potential as a successful finance professional and business leader. Studying for and gaining the qualification is a passport to your future, wherever you choose to take it.

Focus on your future

Our qualification will give you the skills and experience necessary to succeed and forge a great career anywhere in the world! You can also command a great salary from the get-go, meaning you can have a good quality of life, wherever you choose to work. Our fully qualified finance professionals can earn from €45k – €120k+ p.a.*

Finance professionals are needed across every sector, worldwide

Choosing a career in finance and accountancy not only means great job opportunities, benefits and daily challenges – it also means your role will be vital to the smooth-running of an organisation across any sector, from fashion to financial services. The world needs well-rounded finance professionals!

How are we different from other accountancy bodies?

- We are truly global - recognised in 181 countries worldwide, meaning your skills will be in demand internationally.
- Opportunity to specialise in whichever area you wish, from audit to management accounting, thanks to our unique option papers.
- ACCA is more accessible than other qualifications; you don't need a training contract to study with us.
- Unparalleled level of study support and flexibility allowing you to fit your study and work around lifestyle and family commitments.
- We're always there for you, with our contact centre operating 24 hours a day, 365 days a year and a wealth of web resources available.
- Transparent exam marking system, which allows you to see exactly where your strengths lie and helps you to progress through your studies quicker.

*Dublin. Source: Brightwater Recruitment Salary Survey 2015

ACCA: a qualification in demand

ACCA students and members are employed by leading regional, national and international brands



+  10,000

ACCA Ireland supports 10,000 students across 31 learning institutions

 90%

of employers think ACCA is a world-class organisation.



80%

Our qualification creates and nurtures business-ready finance professionals – 80% of CFOs said this was crucial to success.



800

We work with over 800 employers throughout Ireland.



97,000

We're truly global, with 97,000 of our members working in business internationally.



4

You can now sit ACCA exams four times a year in September, December, March and June.

Who needs finance professionals?

Behind every successful business is a solid finance function. Here we highlight the many different sectors and roles you might apply for.



“After graduating from Maynooth University I began working in AIB before moving to my current role in Fund Services at HedgeServ. A career in finance is flexible and offers exciting prospects. HedgeServ are financially and professionally supporting my journey as an ACCA student and the ACCA qualification will offer me even greater opportunities in the future.”

P. J. Houlihan
Fund Services, HedgeServ
ACCA Student since 2015



Public Practice Sector

Public practices provide a large range of accounting, business and advisory services to clients. They offer fee-paying services such as: audit and assurance, business recovery and insolvency, tax, management consultancy, corporate finance and forensic accounting.

Example employers:

Deloitte, Baker Tilly, Grant Thornton

Potential roles: audit/assurance trainee, tax consultant, forensic accountant, business advisor and financial analyst.

Public Sector

The public sector is comprised of not-for-profit organisations which deliver public services in Ireland. Finance professionals in this sector help these organisations deliver value for money and manage public finances responsibly.

Example employers:

HSE, Irish Government, Revenue, Charities, Department for Education

Potential roles: finance manager, management accountant, internal auditor and financial accountant.

Financial Services Sector

This sector primarily revolves around the management of money and complex financial products. Finance professionals in this sector must be acutely aware of the relationship between risk and return in the banking, insurance or asset management fields.

Example employers:

BNY Mellon, Citco Fund Services, HedgeServ

Potential roles: risk manager, corporate financier and fund accountant.

Corporate Sector

The corporate sector is where finance professionals assist and support an organisation to make decisions through business insight and by developing investor and partner relationships.

Example employers:

Coca-Cola, Microsoft, Kerry Group, Glanbia

Potential roles: management accountant, business analyst, internal auditor, risk manager and group accountant.

SME/SMP

Working for a Small or Medium-sized Enterprise or Practice (less than 250 employees) can be very exciting as finance professionals can often have more responsibility across the board and gain invaluable experience.

Example employers:

LHM Casey McGrath, GAM, RSM Farrell Grant Sparks

Potential roles: finance analyst, financial accountant and management accountant.

Getting that dream job

We have over 110 years of experience, and work with employers closely on a day-to-day basis. We asked Jack Gogarty from Coca-Cola what he looks for in a good finance job candidate and what attributes and behaviours give potential employees a competitive edge.

What are the three things you look for in a good finance candidate?

1. Some previous work experience is a positive, making use of internships while at university.
2. Inner confidence, strong interpersonal skills and the ability to work in a team environment.
3. Problem solving capabilities.

What makes a finance applicant stand out on paper, and in interviews?

A CV should be two pages maximum with key achievements and work experience clearly highlighted. Applicants should be able to articulate good answers to each question asked. Our interview questions assess technical ability, the ability to work well within a team, problem solving skills and their use of Microsoft tools. Our interviews follow the STAR format; applicants need to provide answers which describe a Situation / Task they have experienced, the Action they took to complete / resolve it and detail the Result of their actions. Typically candidates with good work experience tend to do better during interviews as they can draw upon real life work experiences.

What advice would you give to graduates looking to get a finance role at Coca-Cola?

Make sure they do their research on Coca-Cola; our business model and the competitive market we trade in. Displaying a positive and flexible attitude to work and your ability to solve problems is also important to us.

What are the benefits of hiring someone with the ACCA qualification?

From my point of view, the main benefit of employing someone with the ACCA Qualification or an individual who is studying towards it is that you can almost guarantee a high quality recruit. They will have proven analytical and technical skills. If someone has decided to study with a professional body it shows that they are serious about their career progression, that they want structure. It allows us to ask more direct questions at interview – we can check that they understand the benefits of a professional qualification and that they're not just doing it for the sake of it.

Jack Gogarty

Global Finance Operations EEA, Client Services Director,
Coca-Cola | ACCA Member since 1985



For more tips on how to develop your professional skills and get the competitive edge, visit www.accaglobal.com/en/student/sa.html

Meeting our Approved Employers

At ACCA we work closely with a number of prestigious brands and employers to ensure they have the right talent to support their business needs. Our employers offer exciting and interesting ACCA graduate training programmes. Check out their profiles here to see what opportunities they have for you! You can also visit our website to view a full list of Irish and International employers that ACCA is in partnership with. Visit www.acca.ie



ACCENTURE

Contact name:

Aine Ryan

Contact address:

Grand Canal Square, Dublin 2

Website:

accenture.com/irelandgraduates

No. of permanent vacancies:

100+

Graduate opportunities:

When you choose Accenture, you're choosing an extraordinary place to work – and an extraordinary career. Accenture is one of the world's leading management, consulting, technology services and outsourcing companies. Check out our current roles at www.accenture.com/irelandgraduates



BAKER TILLY
MOONEY MOORE

BAKER TILLY MOONEY MOORE

Contact name: HR Department

Contact address:

17 Clarendon Road, Clarendon Dock, Belfast, BT1 3BG

Website:

www.bakertillymooneymoore.co.uk/careers

No. of permanent vacancies:

3–4

Summer work / work placement opportunities:

Vacancies will be advertised on www.bakertillymooneymoore.co.uk/careers as they arise

Graduate opportunities:

Each year the firm has a number of opportunities for graduates to pursue a career in accountancy and tax. All applicants are asked to complete an application form which is available by contacting the HR Department.



BAKER TILLY
RYAN GLENNON

BAKER TILLY RYAN GLENNON

Contact name:

Karen Dempsey

Contact address:

Trinity House, Charleston Road, Ranelagh, Dublin 6

Website:

www.bakertillyrg.ie

No. of permanent vacancies:

10

Summer work / work placement opportunities:

Several available

Graduate opportunities:

We are a leading mid-tier firm of accountants and business advisors. We have a number of graduate opportunities across our audit, tax and consultancy departments. Our training will ensure that you will qualify as a technically skilled accountant on completion. To apply, complete our online form.

Approved Employers



BDO

Contact name:
Human Resources

Contact address:
Beaux Lane House,
Mercer Street Lower, Dublin 2

Website:
www.bdo.ie/graduates

No. of permanent vacancies:
40

Graduate opportunities:

What can you add to our mix? We have opportunities for enthusiastic and personable graduates in our Audit, Tax and Advisory departments. Entry requirements are 400 points in the leaving certificate and a 2:1 degree in any discipline. Complete our online application before 28th October 2015 on the BDO website: www.bdo.ie/graduates



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

CENTRAL BANK OF IRELAND

Contact address:
PO Box 11517, Spencer Dock,
North Wall Quay, Dublin 1
recruitment@centralbank.ie

Website:
www.centralbank.ie/careers/

No. of permanent vacancies:
Ongoing

Summer work / work placement opportunities:
Ongoing

Graduate opportunities:

The expertise and continuous learning of our people is key to our success as an organisation and we ensure graduates are placed in meaningful roles in key business areas. We ensure staff are supported to achieve personal goals through training, coaching, mentoring and through encouragement to maximise personal and professional development.



CITCO

Contact name:
HR Department

Contact address:
cfscareers@citco.com

Website:
www.citco.com

No. of permanent vacancies:
Ongoing

Graduate opportunities:

We look to recruit ambitious, enthusiastic, self-motivated graduates who will benefit from working with the market leader and grow into the future leaders of our organisation. We offer both graduates and experienced professionals a dynamic working environment which challenges and encourages each team member.



CUSACK GARVEY

Contact name:
Martha Leonard

Contact address:
Cusack Garvey, 29 The Rise,
Mount Merrion, Co. Dublin

Website:
www.cusackgarvey.ie

No. of permanent vacancies:
Continuous recruitment throughout
the year

Graduate opportunities:

At Cusack Garvey we offer our trainees a full study package. We are looking for high achievers, self-motivated and diligent team players looking to gain broad based experience in all aspects of accountancy and taxation. Applications should be sent to recruitment@cusackgarvey.ie



DAIRYGOLD

Contact name:
Amanda Peters

Contact address:
<https://dairygold-candidate.wizzki.com/register/job>

Website:
<http://www.dairygold.ie/Graduate-Programme>

No. of permanent vacancies:
25+

Summer work / work placement opportunities:

Up to 40 students taken on annually

Graduate opportunities:

Our 3 year Graduate Development Programme provides focused development at the early stages of your career. The programme incorporates a Level 7 Diploma in Management, 3 business rotations, and the opportunity to complete the ACCA exams with full financial support.



DELOITTE

Contact name:
Niamh Cusack

Contact address:
gradrecruitmentie@deloitte.ie

Website:
www.deloitte.com/ie/graduate

No. of permanent vacancies:
200+ annually

Summer work / work placement opportunities:
130

Graduate opportunities:

Opportunities in Audit, Tax, Consulting, Corporate Finance, Risk Advisory and Small to Medium Enterprise Services. Graduates can commence in 2016 or opt to complete an accountancy masters (or conversion course for non-accounting graduates) under sponsorship and start in 2017. Accept applications from all academic disciplines.

Approved Employers



FCOS

Contact name:

Linda King

Contact address:

fcos@fcos.ie

Website:

www.fcos.ie

No. of permanent vacancies:

Ongoing

Graduate opportunities:

We have ongoing requirements for graduates who wish to pursue a career in accountancy. Our graduates receive hands on training in accounts processing, accounts preparation and financial control. At FCOS we are dedicated to graduate training and to the career development of our graduates.



GLANBIA

Contact name:

Pure Ambition Team

Contact address:

Global Technology Centre,
Leggatsrath Industrial Park,
Dublin Road, Kilkenny

Website:

www.glanbia.com/graduates

No. of permanent vacancies:

20 Accounting and Finance opportunities to start in 2016

Summer work / work placement opportunities:

Launching December 2015

Graduate opportunities:

There's a reason why Ireland's best and brightest graduates choose to work with us – a career at Glanbia is unique. You'll learn and develop in an exciting environment unlike any other, from experts at the forefront of nutrition technology.



GRANT THORNTON

Contact name:

Human Resources

Contact address:

www.grantthornton.ie/careers

Website:

www.grantthornton.ie

No. of permanent vacancies:

50+

Summer work / work placement opportunities:

10

Graduate opportunities:

With our unique culture and opportunities, our organisation is a place where you can grow and develop. You have the choice of specialising in one of three different business areas: Audit, Advisory Services and Tax.

We are an ACCA Approved Employer – Platinum Level for the purposes of developing trainees.

HEDGESERV

HEDGESERV

Contact name:

Sinéad Dowling

Contact address:

75 St Stephen's Green Dublin 2;
6 George's Dock, IFSC, Dublin 1;
and Citygate, Mahon, Cork

Website:

www.hedgeserv.com

No. of permanent vacancies:

Ongoing

Summer work / work placement opportunities:

Places available

Graduate opportunities:

At HedgeServ a graduate can develop valuable skills and design a clear path for their career advancement. We recruit, train and motivate top graduates in Fund Accounting and Investor Services in our office locations in Dublin and Cork. To apply send your CV to opportunity@hedgeserv.com.



INGERSOLL RAND

Contact name:

Geraldine Velner
(geraldine.velner@irco.com)

Contact address:

170/175 Lakeview Drive,
Airsides Business Park,
Swords, Co. Dublin

Website:

www.company.ingersollrand.com

No. of permanent vacancies:

Ongoing

Summer work / work placement opportunities:

Student internships available

Graduate opportunities:

If you're a recent graduate eager to launch your career with a diversified global market-leading company, Ingersoll Rand can make it happen unlike anyone else. We're constantly seeking the best and the brightest to join us: <http://company.ingersollrand.com/ircorp/en/join-us/careers-at-ingersoll-rand.html>



LHM CASEY McGRATH

Contact name:

Barbara Mangan

Contact address:

<http://bit.ly/1XgmPgt>

Website:

www.lhmcasemcgrath.ie

No. of permanent vacancies:

5

Graduate opportunities:

LHM Casey McGrath are a leading firm of Chartered Certified Accountants providing Audit, Assurance, Accounting, Advisory, Taxation and Consultancy services to the Irish and International Business Communities. We are a platinum accredited training practice and members of Kreston International, a global network of independent accounting firms in over 100 countries.

Approved Employers



MANEELY McCANN

Contact name:

Edel Kerr

Contact address:

Aisling House, 50 Stranmillis
Embankment, Belfast BT9 5FL

Website:

www.maneelymccann.ie

No. of permanent vacancies:

4 ACCA trainees per annum

Summer work / work placement opportunities:

Ongoing

Graduate opportunities:

Our practice does not operate specific departments. Accordingly trainees will obtain high quality work experience in a broad number of areas of accounting, tax and other disciplines.



MICROSOFT

Contact address:

gradjobs@microsoft.com

Website:

<http://microsoft.com/university/Ireland>

Summer work / work placement opportunities:

We hire 25+ business interns each year for 6–12 month internships

Graduate opportunities:

Information about graduate opportunities as well as details on how to apply can be located on the Microsoft Ireland careers website: <http://microsoft.com/university/Ireland>.



PATRICK McNAMARA & ASSOCIATES (Cork)

Contact name:

Maria Hartnett BBS, FCCA

Contact address:

mhartnett@pmcncork.ie

Website:

pmcncork.ie

No. of permanent vacancies:

Ongoing

Graduate opportunities:

Based in Cork we are seeking committed high achievers with relevant business and related degrees. Our ACCA Platinum approved practice provides clients with audit, accountancy, taxation and full financial advisory services providing a vibrant, challenging and progressive environment for graduates.



PUBLIC APPOINTMENTS SERVICE

Contact address:
Chapter House, 26–30 Abbey Street Upper, Co. Dublin

Website:
www.gradpublicjobs.ie

No. of permanent vacancies:
Varies per campaign

Graduate opportunities:

The Public Appointments Service is the centralised provider of recruitment for the Public Service in Ireland. Further information on our Graduate opportunities and the Trainee Auditor role is available on our dedicated graduate portal www.GradPublicjobs.ie.



AUDIT | TAX | ADVISORY | WEALTH

QUINTAS

Contact name:
Julie Murray (jmurray@quintas.ie)

Contact address:
Heron House, Blackpool Park, Blackpool, Cork

Website:
www.quintas.ie

No. of permanent vacancies:
Ongoing

Summer work / work placement opportunities:

Available

Graduate Opportunities:

Our graduate training programme provides the necessary technical knowledge and practical skills expected of an experienced accountant, including interaction with clients, structured induction programme, accounting software training and much more. To apply, contact us by 31 January 2016.



RUSSELL BRENNAN KEANE

Contact name:
Karen Buckley / Becky Hand

Contact address:
RBK House, Irishtown, Athlone, Co. Westmeath; 96 Lower Baggot Street, Dublin 2

Website address:
www.rbk.ie

No. of permanent vacancies:
15+ annually

Summer work / work placement opportunities:

Some available

Graduate opportunities:

RBK offers fantastic opportunities to ambitious, go-getting graduates! We combine the advantages of a friendly, regional practice with the opportunities of a leading national firm. Thrive in a supportive learning environment and benefit from the resources and training provided to help you develop a rewarding career.

A day in the life of Naomi Daly

Senior Consultant, Finance Transformation at Deloitte Ireland

Concerned about how you might balance work, life and study?
Find out more [here](#).



07:30

I like early starts, I always have. The commute on the Luas is quiet giving me a chance to read any emails or catch up on personal reading.

09:00

I normally go to the client site first thing. The day kicks off with a full team catch up where we discuss any ongoing issues, provide updates on outstanding items and talk about the day's action plan. It's a great forum for team members to raise a concern or ask for support with tasks they are working on.

12:00

My work is entirely project-based and with several items on the go at once, good organisation skills are crucial. The role is varied and I work on projects ranging from finance process improvements to strategic planning. To start I review where each initiative is on the project cycle before catching up with the individual project teams. Team catch ups involve a progress update and discussion of next steps. It's important for me to listen and provide guidance where needed to keep projects moving forward.

13:00

If the weather is nice at lunch I go for a walk to refresh. Consulting is full of variety so I can be based anywhere. I like having different surroundings and I try to make the most of the variety.

14:00

After lunch I work on updating the relevant documentation such as trackers and timelines. I also take time to touch base with the project stakeholders, and client management team, to update them on our progress to date and get their feedback.

15:30

As a consultant I have to balance external client work with internal work at the firm so I split my time between Deloitte's head office and client site. If I go back to Deloitte in the afternoons it is normally to catch up with the management team on internal work such as designing product offerings or researching and developing thought leadership material on Finance Transformation topics. I usually leave work by 6pm and head home on the Luas.

19:00

I like to do something relaxing in the evenings, such as reading or practicing the violin. I study German at the Goethe Institut in Dublin and I find reading German texts great for keeping my knowledge fresh. I really enjoy learning new things, whether it's a new piece on the violin or new phrases in a different language.



Naomi's profile

Job role:

Senior Consultant, Finance Transformation

Employer:

Deloitte Ireland

ACCA Member since: 2011

Education:

MA International Business and Development
University of Westminster

Interests

Depending on the evening, I will either go cycling or to a Pilates class – I'm a big believer in being active and either of these are great for winding down after a full day's work. I also play classical violin and I'm currently learning German – I'm always looking for new activities that challenge me!

Got a big idea?

Start your own business

What inspired you to start your own business?

Thunders Bakery was established in 1969 and I bought it in 2008 which was in part the fulfilment of a childhood dream. Growing up in north Dublin I used to pass Thunders on the bus going to school. Seeing the lights on in the bakery in the morning I'd think 'wouldn't it be wonderful to be in there.' Aside from my finance knowledge all I brought to the business in terms of a qualification was a passion for cake-making and decorating; but I saw an opportunity to revitalise and expand what was, at its heart, a sound business model.

Can you describe your education and career journey so far?

After getting a degree in business and finance from Portobello College, I gained practical experience working as an audit junior while studying for the ACCA Qualification by night; I became an ACCA member in 1996. I worked for several years as a management accountant before setting up Advanced Accountancy Practices where Thunders was a client. By focusing on SMEs that didn't need a full-time accountant I could juggle work and family life. I did return to full-time work in that area briefly before settling into work on a more ad hoc basis which suited my family life better.

What are the three best things about being your own boss?

1. It allows me to juggle my work and family life.
2. Being able to have a positive impact on my staff – I share my skills with them, let them take ownership of what they are doing and watch them develop professionally.
3. Setting my own goals and celebrating successes as they happen.

Can you describe the steps you took to start your own business?

I kept it simple – I knew what the vision was and what the end result was going to be. For anyone thinking of taking a similar path, be warned, you will have to work 24/7 at the beginning; so being clear on why you are doing it is key for keeping you motivated. Starting out I made five and 10-year business plans but having monthly and weekly plans were also important. As Thunders has strengthened and grown, I've continued to research the market, recognise what our competitors are doing and ensure we are moving with the times.

How has being an ACCA member helped you in your career and entrepreneurship?

I haven't gone down the traditional route that someone thinks of when studying to be an accountant but my ACCA Qualification has been important for my new career – it plays a central part in driving the business forward. Without an accounting background, I would be running the business fairly differently. I am totally in control of the finances, which means I can make a decision very quickly. Once you have that control, you can go beyond the day to day and plan ahead without worrying.

To find out more about our Irish graduates and career opportunities within Ireland please visit www.acca.ie



Sinead Heffernan

Managing director and co-owner –
Thunders Bakery
ACCA Member since 1996

What does it take to qualify?

There are four components to the ACCA Qualification: Exemptions, Exams, Ethics and Experience. Each section of the qualification has been specially developed to help you become a well-rounded business professional with the best knowledge and experience possible.

Exemptions



“Exemptions are awarded fairly based on your previous studies and it’s easy to register them via the ACCA website. It’s a great way to kick start your ACCA journey as you are that much closer to being qualified and an ACCA member.”

Paul Landers

Trainee Accountant, Eli Lilly
ACCA Student since 2013

Exams



“Good attendance at lectures, making use of available resources from ACCA online and past paper exam practise is key to passing the exams. Exam success is attainable for anyone who works hard and puts in the required study.”

Mairead Hardy

Audit Trainee, Baker Tilly Mooney Moore
ACCA Student since 2012

If you have a relevant degree in finance, accounting or business, it’s highly likely you will be eligible for exemptions, meaning you can move faster and start at Professional level.

To find out which level you’ll start at, visit accaglobal.com/exemptions

Exams are divided into two levels: Fundamentals and Professional. For more information on each exam and the various entry options available, see [page 20](#).

Ethics



“The ACCA Qualification places emphasis on the importance of ethics which has proved useful in my professional career – this includes acting competently for my clients, behaving honestly in all my professional relationships and being objective in the decisions I make.”

Stephen O'Connor
Account Manager, Citco
ACCA Member since 2015

Each of our ACCA students takes the Professional Ethics module. Ethics underpins your key decision-making, and although the ACCA Qualification will provide you with all the key technical knowledge you need, we also want to ensure ethics is ingrained in your day-to-day business decisions.

Experience



“I am currently working in Ulster Bank as a Finance Analyst on the retail decision support team. I really enjoy this role which brings many challenges and learning opportunities on a daily basis.”

Emma Cox
Finance Analyst, Ulster Bank
ACCA Student since 2011

All professional bodies require three years of relevant, practical experience to become a professional accountant. This enables you to become a fully developed finance professional, gain experience in many different areas and get the job you deserve. ACCA makes it easier by giving you tools to manage it online.

Your route to become an ACCA professional accountant

Professional

Start here if you are a graduate with a relevant degree such as accounting and finance. You may still need to take a fundamentals exam, depending on your university.

Fundamentals

Start here if you have a degree not related to finance and accounting. Please note, you may still be eligible for exemptions.

Visit accaglobal.com/exemptions to see exactly where you'll start.

Essentials

- P1** Governance, Risk and Ethics
- P2** Corporate Reporting
- P3** Business Analysis

Knowledge

Diploma

- F1** Accountant in Business
- F2** Management Accounting
- F3** Financial Accounting

ACCA member

Options

Choose TWO:

- P4** Advanced Financial Management
- P5** Advanced Performance Management
- P6** Advanced Taxation
- P7** Advanced Audit and Assurance

Experience

Three years' relevant experience which can be gained as you study or before you start.

Ethics

Online module

Skills

Advanced Diploma

- F4** Corporate and Business Law
- F5** Performance Management
- F6** Taxation
- F7** Financial Reporting
- F8** Audit and Assurance
- F9** Financial Management

Foundation

Diploma

Intermediate
Certificate

Introductory
Certificate

Foundations

Start here if you have no relevant qualifications.

Supporting you all the way through your studies

At ACCA, we offer you a range of study options to suit your lifestyle, budget and situation. Once you've decided how you're going to study, we offer full support every step of the way, with a wealth of resources and a dedicated 24/7 care line.

Flexible study options

We have key partnerships with learning providers offering quality tuition for our students. These providers have a proven track record of getting students through their exams using a variety of methods including exam tips, study groups, case studies and past papers. For a full list of learning partners, please visit: accaglobal.com/tuition

We understand that some people prefer to study less formally and on their own terms. A full range of support for self-study is available on our website, and is detailed below.

The tools you need to get through your exams!


Join the ACCA Learning Community to:

- Discuss papers and study tips with peers
- View all past papers
- Read up-to-date articles and news
- Listen to our podcasts
- Download our student planner app
- Keep current with the latest technical articles
- Sharpen your study skills
- Improve your revision technique
- Get our Student Accountant Magazine

Exam centres

For F1 - F4, there are computer-based exams at any time of the year. For papers F5 and above, you can take paper-based exams at any of the 73 centres across the UK and Ireland.

If you have any special requirements, we can accommodate you. Full details on centres, papers, regulations and entry times can be found at accaglobal.com/exam-info



"I chose ACCA, in part, because of the variety of study options available. Options include studying in a classroom environment, online learning and self-study. This flexibility was invaluable and allowed me to study in a way that suited both my personal and professional commitments. Whichever option you choose you're never alone thanks to the excellent resources available to help you – self-study guides, practice tests, past exam papers and technical articles."

Melanie Jolliffe
Finance Analyst, Salesforce
ACCA Member since 2014

FAQs and fees

Why should I choose ACCA and not another accountancy body?

Our qualification is unique in the way you can choose which route you take with your career. Our option exam papers allow you to focus on your strengths and interests – you can work in any sector and any role with our qualification!

How will I cope with juggling work, study and a social/family life?

Planning your time effectively will help – ensure you have set study and revision times each week and make time for doing things you enjoy too. Study skills are important, you can find a wealth of tips on our website.

I've heard the exams are really difficult – do you offer additional support?

Our exams are challenging – but will give you everything you need to become a really successful finance professional. Our website is packed full of information and support so you can be the best you can be in your exams.

I'm not sure what area I want to specialise in yet, does that matter?

Not at all, as you progress through your work experience and studies, you can choose option papers to suit your interests. With the ACCA Qualification, you can work in any area – from audit to management accounting. Don't limit yourself too early!

How do I pay for the exams and study?

It depends on your situation – some employers will fund you through all of your training and some will partially fund. Some students fund themselves.

What if I'm still studying – can I join ACCA?

Yes! Joining us now means you can add 'ACCA Student' to your CV and stand out from other candidates while looking for a job. As soon as you register as a student you can start recording your relevant work experience towards your PER (practical experience requirement) and become a professional accountant even quicker.

How long will it take to qualify with ACCA?

We require that all of our members qualify with three years relevant work experience, so depending on how much experience you've accrued prior to starting your ACCA studies, the qualification can take anything from two to five plus years to complete.

As you progress through your studies, you can expect a salary increase, with part-qualified accountants earning upwards of €35k p.a.*

How do I register as an ACCA student?

Registration is easy – you can do it at any time of the year and it shouldn't take more than 15 minutes to submit the correct documents and provide us with everything we need. Make sure you have the following ready:

- **Proof of your qualifications** (graduation document and course transcripts). If you're still studying or awaiting documents, then provide details of any completed qualifications – you can then add transcripts at a later date.
- **Proof of ID** (birth certificate, passport or driving licence) To make it easier, we accept pictures of your documents taken on a phone if you haven't got them in PDF format.

*Dublin salaries. Source: Brightwater Recruitment Salary Survey 2015



How do I register for exams?

To register for exams, you must first register with ACCA and pay your annual subscription fee. After you've done this, the best way to enter for exams is to login to your *myACCA* account where you can select your required papers.

How many exams do I have to take?

It depends on your current education and how many exemptions you can get. This will range from five to a maximum of 14 exams in total. To find out how many exemptions you are entitled to visit accaglobal.com/exemptions.

Fees

Initial fees

When you register, you need to pay the following fees to complete your application.

Initial registration £79 (one off)

Annual subscription £83 (annually)

Annual subscription enables you to stay on our register as an ACCA student. You will also be able to enter for exams, events and fully benefit from the wealth of resources available on our website.

Exam fees

Depending on when you register for exams, fees can range from £71 – £277 so registering early can mean significant savings!

We have exam sittings in March, June, September and December. Early entry starts roughly four months before each sitting.

To see a full list of fees, early entry information and exam centres, visit www.accaglobal.com/exam-info

The ACCA logo consists of the letters 'ACCA' in a bold, white, sans-serif font, centered within a white square border.

Think Ahead

www.accaglobal.com/graduate

If you need help with any aspect of your application, or would like to talk to someone further about the different routes and options, we have a dedicated care team, **Connect**, who are available **24/7**.

Email students@accaglobal.com

Call +353 (0)1 447 5678

For exam and study tips, plus info on graduate jobs and events we're running, **join us on social media**.



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