

GRADUATE

How to become a chartered certified accountant



ACCOUNTANCY
FINANCE
MANAGEMENT

Kerri Grossman,
ACCA student
at Dyson

ACCA is...

The Association of Chartered Certified Accountants, the global body for professional accountants. We offer business-relevant, first-choice qualifications to those looking for a rewarding career in accountancy, finance and management. With it, you can build a successful career in any sector, anywhere in the world you want.

GLOBALLY RECOGNISED

ACCA is based on international accounting standards, making it the only truly global professional accountancy qualification out there. It is recognised and supported by top employers around the world.

RELEVANT

The ACCA Qualification is relevant to each and every sector of accountancy and finance, so it opens opportunities for you to work in a variety of different industries and roles, helping you progress to a senior level.

FLEXIBLE

We offer a completely flexible approach to learning, with options to study full-time or part-time around work and all-important on-the-job training.

OPPORTUNITIES

We will provide you with core knowledge in all areas of accountancy to ensure you have a full skill set to become a complete finance professional.

To find out how to register onto the ACCA Qualification see page 23.

Some of the top employers we work with include:



GRADUATE

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ACCA because...



TRULY GLOBAL

57%

of members are based outside the UK



RESPECTED BRAND

93%

of employers said that ACCA is a globally respected brand in an independent global survey



GLOBAL QUALIFICATION

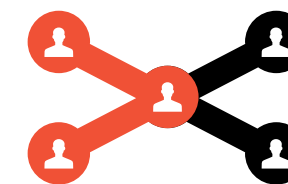
84% **90%**

of ACCA students agree that we are a world class organisation
of employers think ACCA is a world class organisation



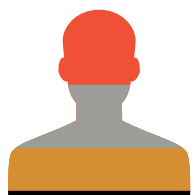
ACCA UK NETWORKS

Support for members provided by regional and sector-specific networks



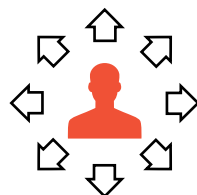
NETWORKING OPPORTUNITIES

532 events, courses and conferences attended by more than **23,000** members in 2013



WORLDWIDE MEMBERS*

40% ACCA
34% ICAEW (ACA)
23% CIMA
3% CIPFA



YOUNG AND AMBITIOUS

50%

of ACCA members are under **40**



COMPLETE FINANCE PROFESSIONALS

89%

of global finance professionals said the importance of understanding all areas of finance minimises future risk



ACCA MEMBERS IN THE UK BY SECTOR

38% CORPORATE
27% PUBLIC PRACTICE
12% PUBLIC
11% FINANCIAL



PROFESSIONAL COURSES

ACCA offers our members over **290** events in the UK to maintain their learning and development



ACCA SUPPORTS

170,000 members
436,000 students
in **180** countries



GROWTH

ACCA has grown from **12,500** members in 1970 to **170,000** in 2014



ACCA CAREERS

Over **1,800** vacancies around the world. ACCA Careers provides a one stop portal for jobs worldwide



UK FEMALE MEMBERS

45% ACCA
33% CIMA
32% CIPFA
26% ICAEW (ACA)



ACCA COMMUNITIES

Twitter
Facebook
LinkedIn
YouTube

*figures split between professional bodies

The ACCA Qualification

The professional level of the ACCA Qualification has been set at the same level as a Master's degree. It's made up of four components: exemptions, exams, ethics and experience.



How to apply for the ACCA Qualification

You can register at any time of the year. The easiest and quickest way is to apply online at www.accaglobal.com/applynow

1

EXEMPTIONS

You could get exemptions from some of the ACCA exams. Visit our exemptions database accaglobal.com/exemptions

2

EXAMS

FUNDAMENTALS LEVEL + PROFESSIONAL LEVEL

Exams are divided into two levels: **Fundamentals** and **Professional**. For more information on exams see page 8.

3

ETHICS

ONLINE MODULE

Ethics and professionalism will introduce you to a range of ethical ideas, and will not only underpin your studies, but your practical experience too.

4

EXPERIENCE

THREE YEARS' WORK EXPERIENCE
13 PERFORMANCE OBJECTIVES

To qualify as an ACCA member, you will need **three years' relevant work experience**. For more information on experience see page 9.



Exams

EXAMS (complete 14 in total)

FUNDAMENTALS LEVEL (complete all nine before moving to Professional level)

KNOWLEDGE



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

SKILLS



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



PROFESSIONAL LEVEL (complete all essentials and two options)

ESSENTIALS



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

OPTIONS



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

'We're the only professional accountancy body to offer option papers, so you choose what you study.'

Experience

PERFORMANCE OBJECTIVES (complete 13 in total)

We will assess your professional competence via the 13 performance objectives listed below. The 'Essentials' are compulsory; you will need to do all nine listed and also choose four of those listed as 'Options'.

ESSENTIALS (complete all nine)

PROFESSIONAL, ETHICS AND GOVERNANCE



- 1 Demonstrate the application of professional ethics, values and judgement
- 2 Contribute to the effective governance of an organisation
- 3 Raise awareness of non-financial risk

PERSONAL EFFECTIVENESS



- 4 Manage self
- 5 Communicate effectively
- 6 Use information and communications technology

BUSINESS MANAGEMENT



- 7 Manage ongoing activities in your area of responsibility
- 8 Improve departmental performance
- 9 Manage an assignment

OPTIONS (four to be completed)

FINANCIAL ACCOUNTING AND REPORTING



- 10 Prepare financial statements for external purposes
- 11 Interpret financial transactions and financial statements

PERFORMANCE MEASUREMENT AND MANAGEMENT ACCOUNTING



- 12 Prepare financial information for management
- 13 Contribute to budget planning and production
- 14 Monitor and control budgets

FINANCE AND FINANCIAL MANAGEMENT



- 15 Evaluate potential business/investment opportunities and the required finance options
- 16 Manage cash using active cash management and treasury systems

AUDIT AND ASSURANCE



- 17 Prepare for and collect evidence for audit
- 18 Evaluate and report on audit

TAXATION



- 19 Evaluate and compute taxes payable
- 20 Assist with tax planning

A week in the life of...

Kerri Grossman

dyson

What is starting out in the world of accounting really like? We caught up with ACCA student Kerri Grossman to find out. Kerri joined Dyson's graduate scheme in 2012, supporting financial investment appraisal in Research and Development within the engineering team, before moving to the Great Britain and Ireland (GB&I) business where she works on the production of management accounts for the Airblade Division.

Monday

Mondays are all about reporting and forecasting. Working within a global business, accurate reporting and forecasting are crucial. Each week Dyson invests over £3m in new ideas and developments, therefore it is vital that we report our sales volumes accurately and understand the demand for our products.

Tuesday

On Tuesdays, I take a look at Airblade sales across the product range and analyse what different customers are buying. I'll then produce a monthly sales volume report for the team, which is shared with the wider GB&I executive team and the finance director of Global Airblade – no pressure then! But really, I love that my work can truly affect business decisions.

Wednesday

Analysing sales is a key part of my job, so I'll meet with the sales team on Wednesdays to ensure that we are recognising any financial liabilities correctly, and that we are forecasting our annual sales volumes and promotional spend accurately. I also look to understand what has impacted our performance to date. I'll then discuss any findings with the director of GB&I Airblade to ensure that we understand what is driving our performance.

Thursday

I catch up with my line manager midweek – it's great having that regular support. Our weekly one to one meetings mean I can focus and prioritise my workload and resolve any queries I have, as well as having a general catch up with my manager about anything that's happened in the week. Dyson also provides me with a mentor, who I meet up with on a monthly basis. This month, we discussed my career plan, which my mentor gave me some helpful, honest feedback on.

Friday

Each Friday, I perform a return on investment appraisal for our marketing campaigns. I recently reported on the 'Cut the cord' campaign, which focused on our cordless handheld vacuum cleaners which are powered by our own Dyson Digital Motors. These motors are some of the world's smallest and most efficient; the potential applications for them are huge. It's such an exciting project to be a part of.

Weekend

At the moment, I don't get much rest at the weekend. I'm studying for the ACCA Qualification, so I go to college most weekends with Kaplan Financial. It's also important for me to take time to unwind. I relax by exercising – pilates, running, cycling or walking my dog are top of my list – or spending time with my friends and family. I've also recently taken up sewing – I haven't got much further than making cushion covers at the moment, but I'm planning to spend the summer learning how to make dresses!

Kerri's profile

Joined ACCA in 2012

Job role:
Finance graduate

Employer:
Dyson

Education:
Cardiff University
– BSc Mathematics,
Operational Research
and Statistics

Interests:
Pilates, running, cycling,
walking my dog,
spending time with
friends and family
and learning to sew

'I am able to apply the learnings from the ACCA Qualification to my role on a daily basis.'

Work experience

The ACCA Qualification will give you multi-sector knowledge, which is highly valued by employers. It means you will be able to move jobs both internally and externally in search of promotion, higher salaries and new experiences.

PUBLIC PRACTICE SECTOR

OPPORTUNITIES:

Deloitte, Mazars, RSM Tenon, UHY Hacker Young as well as medium and small accountancy firms.

Public practices provide a variety of accounting, business and advisory services to clients. They are accountancy firms that offer fee-paying services including: audit and assurance, business recovery and insolvency, tax, management consultancy, corporate finance and forensic accounting.

POTENTIAL ROLES:

Audit/assurance trainee, tax consultant, forensic accountant, business advisor and financial analyst.



FINANCIAL SERVICES SECTOR

OPPORTUNITIES:

HSBC, Santander, Barclays, Zurich as well as internationally recognised blue chip organisations.

Financial services is the sector where accountants deal with the management of money. Accountants in this sector deal with complex financial products so must be astutely aware of the relationship between risk and return within the banking, insurance or asset management fields.

POTENTIAL ROLES:

Risk manager, corporate financier, anti-money laundering officer and fund accountant.



PUBLIC SECTOR

OPPORTUNITIES:

The NHS, UK government departments, charities, police and education.

The public sector comprises of not-for-profit organisations which deliver public services in the UK. Accountants in this sector help these organisations deliver value for money and manage public finances.

POTENTIAL ROLES:

Finance manager, management accountant, internal auditor and financial accountant.



CORPORATE SECTOR

OPPORTUNITIES:

Dyson, IBM, Arcadia, British Airways as well as small or medium-sized enterprises.

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

POTENTIAL ROLES:

Management accountant, business analyst, risk manager and group accountant.



Salaries and benefits

As an ACCA student, starting salaries are extremely competitive. They are dependent on location, sector and the organisation you work for. Salaries can rise quickly depending on your progress, and in the public practice sector can double once you have qualified.



PUBLIC PRACTICE SECTOR

Between £18K and £25K



FINANCIAL SERVICES SECTOR

Between £18K and £25K



PUBLIC SECTOR

Between £15K and £26K



CORPORATE SECTOR

Between £18K and £22K



To find out more about an organisation's starting salary, visit their jobs and careers website. ACCA Careers also has the latest salary information:

www.accacareers.com

BENEFITS



Employers support the ACCA students they employ as they work towards gaining their ACCA Qualification. The benefits most widely received are study leave, pension plan provision and payment of various student fees (e.g. tuition, examinations and professional subscriptions).

The ACCA Competency Framework

Introducing a free online, interactive tool that sets out each competency you'll develop through the ACCA Qualification, and demonstrates how you can apply these competencies to a job in finance.

It will show you how each competency is covered in the ACCA syllabus; how you'll be assessed on it; the technical and behavioural competencies which support this area; and the type of jobs and business sectors which will open up to you once you have mastered that competency.



View the ACCA Competency Framework
competencyframework.accaglobal.com

'ACCA is the only accountancy body to offer excellent coverage of every single one of the 16 competencies Shell has developed for its finance professionals to become future finance leaders within our organisation.'

Jim Robertson, Vice President Tax Americas, Shell

Getting a job

It is no secret that the graduate job market is extremely competitive, but we are here to provide the support and resources to help find a job that suits you. Here are a few ways to boost your chances of finding employment.



GET AN EARLY START

Involve yourself in as many activities as you can at university. Work out the skills you are gaining on a regular basis and add them to your CV.



FIND US ON CAMPUS

Look out for our team on campus who visit job fairs, put on presentations and run skills sessions. Find them on Twitter at **@ACCAUK_OnCampus** and ask them questions at any time.



START THE JOB SEARCH

We advertise the latest graduate schemes on our dedicated graduate site, **www.accaglobal.com/ukgraduates**

ACCA Careers (**www.accacareers.com**) is our official careers portal, listing vacancies both in the UK and globally.



YOUR CV

Your CV is your chance to make a lasting first impression, so make sure you tailor it to every job you apply for:

- be concise. Bullet points help with this and show tangible examples of experience
- presentation is key and shows professionalism
- show you go the extra mile – employers want to see you have potential to be a leader.



PREPARING FOR AN INTERVIEW

Make sure that you can demonstrate:

- problem-solving skills
- commercial awareness – for a head start, download our commercial awareness podcasts from **www.accaglobal.com/commercialawareness**
- leadership and teamwork
- desire to succeed
- your potential to develop into a complete finance professional.



AT THE INTERVIEW

- don't be late
- bring examples of work you're proud of
- focus on why you can add value to the company
- prepare some questions to ask the interviewer.

Meet top employers

Discover what top employers value about the ACCA Qualification and how it fits their business. Take a look at our website to hear from more employers, learn about their graduate schemes and find out how you can apply.



PUBLIC PRACTICE SECTOR



'The ACCA Qualification provides a perfect technical foundation for our graduates.'

James Smalley, Director,
Accounting and Outsourcing

Mazars is a global business advisory firm specialising in audit, advisory, accounting, tax and legal services. Its graduate training scheme offers university leavers an excellent opportunity to gain essential professional experience and develop accounting knowledge through on-the-job training. Mazars values the ACCA Qualification because it fits with the company's needs, teaching graduates to be able to address a wide range of business issues as they arise. 'ACCA professionals help us achieve our objectives through the technical excellence that comes with the qualification and ongoing continued professional development,' says James.



PUBLIC SECTOR



Department
for Education

'The ACCA Qualification covers the key areas that we want trainees to understand and work in.'

Helen Ledger, Head of the Finance
Professionalism Team

Graduate trainees at the Department for Education get the opportunity to be involved in all aspects of what goes on in finance. Trainees are recruited to develop into future leaders, so are expected to show initiative, manage projects, and take people forward with them. These are the qualities that government organisations value in ACCA trainees. 'The skill level that ACCA students come out with is important, as it means they are flexible and can move between the different areas of finance with ease,' says Helen.

FINANCIAL SERVICES SECTOR



'ACCA professionals are not only competent in finance, but across all areas of the business.'

Alan Cole, Change Manager,
Treasury Finance

Santander is one of the world's largest banking groups. It operates a rotational graduate scheme, so the broad skill set that comes with studying for the ACCA Qualification is really important, and will get you noticed. The company believes that ACCA students and members provide a flexible resource to enhance the bank's effectiveness in the current competitive environment. 'ACCA professionals understand their job and the wider business, so they are able to provide more insightful analysis and reporting,' says Alan.



CORPORATE SECTOR



'Graduates looking to study for ACCA demonstrate that they are serious about building a career in finance.'

Dan Shepard,
UK Financial Controller

Mondelez International is a global snacks powerhouse operating in over 80 countries, producing household names including Cadbury and Kenco. Its popular graduate scheme is designed to uncover and nurture the leaders of the future, and the company invests heavily in succession planning to stretch and grow employees. Mondelez International supports all its graduates through their ACCA Qualifications. 'ACCA is a good fit for us as it covers a broad syllabus, building the technical and analytical skills that are crucial in a finance career at Mondelez International,' explains Dan.

A week in the life of...

Denis Murphy



ACCA member Denis Murphy once spent a week driving to Mongolia in a Ford Fiesta. When he's not taking part in cross-continent driving challenges, he's working as a Finance Analyst at British Airways, where the decisions he makes affect almost 100,000 passengers a day travelling in and out of Heathrow. We caught up with him to find out about his typical week.

Monday

My role's about providing a connection between operational decisions and their impact on BA's finances, so it's vital that I understand how the company is performing. Every Monday, I'll report on financial performance for the department I support. But in order to be an effective business partner I need to do more than just report the numbers. I try to make information accessible and insightful and identify areas for focus and change.

Tuesday

My other big focus is on project accounting. So on Tuesday I'll focus on facilitating strategic decision making about the direction the department and the company wants to take. Once a project is up and running, I'll track costs and establish clear project accountability and ownership.

Wednesday

I'm working on two major projects at the moment, so I'll dedicate a lot of time midweek to working on them. Both projects involve making structural changes to customer contact processes and systems, changing the way BA's contact centres operate in order to deliver a service that meets our customers' requirements.

Thursday

On Thursdays I take a break from reporting and projects and meet with Engaged and Talented, the BA Finance working group that looks after training and development. I'm always looking for ways to grow and learn in my role, and I'm lucky I work for a company that supports that.

Friday

I'm constantly re-writing my To Do list, so Fridays are pretty unpredictable! BA is a really changeable environment and deadlines shift rapidly, so it's important that I'm flexible in my approach to work and can prioritise. I work with a lot of different stakeholders, so I've had to work on my communication skills to get buy in from everyone, especially people who aren't from a finance background. It's a bit of a change from my life a few years back when I worked as an accountant in the Caribbean! Hey, it was a tough job, but someone had to do it.

Weekend

I try to do something a bit different in my spare time. A few years back I took part in the Mongol Rally which involved driving 10,000 miles to Mongolia in a Ford Fiesta, getting directed through rush hour in Istanbul by a man who spoke no English, fermenting mare's milk in Kyrgyzstan and more flat tyres than I care to mention! I'm also a keen snowboarder and go every year, and am a loyal Liverpool FC supporter (although that has been tested somewhat in recent years!).

Denis' profile

Joined ACCA in 2008

Job role:
Finance analyst

Employer:
British Airways

Education:
Imperial College London
– BSc Physics

Interests:
Cooking, snowboarding
and supporting
Liverpool FC

'Being an ACCA member is one of my greatest achievements. I am lucky I work for an employer that values that.'

Meet our members and students



Sunita Nicholas
Management Consultant, Deloitte

Sunita chose a career in accountancy because of the profession's longevity. As a Management Consultant, she works with clients on their financial planning, helping to bring change for the better. Sunita chose ACCA because of the Qualification's international recognition, and counts becoming a member as one of her proudest achievements.

'An accountancy qualification is something which will always be considered valuable, both internationally and within the UK.'

Working for one of the largest banking groups in the world has allowed Adam to interact with colleagues all around the world, an experience that has made him want to work abroad one day. He feels reassured that the international recognition of his ACCA Qualification will help him achieve this goal.

'The breadth of knowledge that you learn from ACCA is second to none and the wide range of skills that you have to learn in order to pass the exams is brilliant.'



Adam Pickett
Liquidity Analyst, Santander UK

Paul decided to do an accounting qualification because he wanted to keep his options open. Now, he wouldn't hesitate in recommending ACCA. For anyone thinking of a career in accounting, Paul's advice is to go for it! He sees it as a profession that will always be required and provides an important insight into how businesses operate.

'The wide range of topics covered in the ACCA Qualification provide you with the knowledge and skills to become a well-rounded finance professional.'



Paul Gooday
Internal Auditor, Government Finance Profession



Karen Showker
Audit Assistant, Baker Tilly

Karen started her career in accountancy after completing her degree in Accounting and Finance at Birmingham City University. She recognised that gaining a professional qualification would open the door to a flexible career, and chose ACCA because of its international appeal and varied syllabus. She feels ACCA has given her a well-rounded view of business.

'You can tailor ACCA to your career because you have the optional papers, whereas other qualifications are more rigid.'



Awais Khan
Finance Manager, Coca-Cola Enterprises

As Finance Manager for the world's most famous FMCG company, Awais' day is never dull. He loves that the decisions he makes will affect everyone buying a can of coke in Great Britain. Awais chose ACCA to further his career because he wanted a well-structured, broad syllabus and good exposure to tax modules. ACCA ticked all his boxes.

'Having the ACCA Qualification makes me proud. It's a lifelong achievement.'

Huw works closely with the NHS, ensuring the organisation is financially sustainable. 'There aren't many subjects that evoke as emotional a response from people,' Huw says. 'It's really fascinating work.' He chose ACCA because of its international status, and because he liked our open door policy. 'I was really struck by ACCA's philosophy that there should be no barrier to prevent capable people of qualifying and working as accountants,' he explains.

'My dream is to work abroad. Since ACCA is an international qualification, that dream can become a reality.'



Huw Edwards
Regional Analyst, Monitor

Helpful resources

Deciding to embark on any professional qualification is a big decision. That's why we have a wealth of resources at your disposal to help you make the decision to study with ACCA and build a career in finance that bit easier.

DEDICATED GRADUATE RESOURCES
Here you'll find work experience opportunities and details of the latest graduate schemes, so you can explore which sector of finance is for you.
www.accaglobal.com/ukgraduates

FREE MONTHLY E-MAGAZINE
Sign up to Potential, our free monthly e-magazine full of tips and advice about a career in finance. It will keep you up to date with ACCA news while you decide on your career options.
www.accaglobal.com/potential

INTERNATIONAL STUDENTS
If you're an international student and want to study ACCA in the UK, take a look at our video and guide to help you understand visa, finance and entry requirements.
www.accaglobal.com/studyACCAUK

TWITTER
Follow us on Twitter to find out when our team are on your university campus. They'll be sharing career advice, running skills workshops and answering any questions you have about a career in accountancy and finance.
[@ACCAUK_OnCampus](https://twitter.com/ACCAUK_OnCampus)

FREE PODCASTS
Download our commercial awareness podcasts, so you can demonstrate to employers that you understand what is going on in the world of finance.
www.accaglobal.com/commercialawareness

STUDENT PLANNER APP
Download the free app from Apple's App Store. Even though you're not studying with us yet, you can still benefit from several of its features.
Search ACCA student planner

How to apply for the ACCA Qualification

So you've decided to study for the ACCA Qualification – congratulations! You can register at any time of the year. The easiest and quickest way is to apply online at www.accaglobal.com/applynow

REGISTRATION AND SUBSCRIPTION FEES

The following fees apply and are subject to change without written notice:

ACCA Qualification	
Initial registration	£81
Annual subscription	£79

EXAM ENTRY FEES

These fees will apply to you when you want to enter for exams after you have registered for the ACCA Qualification:

Exam level	Exam entry period	December 2014 exam fee (per exam)	June 2015 exam fee (per exam)
Knowledge (F1 - F3)	Early	£69	£71
	Standard	£74	£76
	Late	£225	£231
Skills (F4 - F9)	Early	£87	£90
	Standard	£93	£96
	Late	£245	£252
Professional (P1 - P3 and any two from P4 - P7)	Early	£100	£103
	Standard	£108	£111
	Late	£259	£266

ACCA CONNECT

We provide a 24 hours a day, 7 days a week, 365 days a year global customer service centre. You can contact ACCA Connect by phone or email, and a dedicated member of the team will be on hand to answer your queries.

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+44 (0)141 582 2000

www.accaglobal.com/ukgraduates





2,500 Grad jobs



Careers.com

ARE YOU READY TO BE HIRED AS AN ACCOUNTANT?

ACCA Careers is ACCA's official recruitment website. We have vacancies from 1,900+ employers and recruiters all over the world.

ACCA Careers is not just a job-site. If you're going to bag yourself that dream grad scheme, a trainee role or a work placement, you're going to need to polish your CV and hone your interview skills to stand out from the crowd.

Graduate Recruitment

Grad-schemes at major firms, including the Big 4; how to tackle the application process; the whys and hows of studying ACCA.

<http://bit.ly/1se3mz6>

Jobseekers Insight

For all the latest jobs to your inbox, great career and professional advice, and interviews with ACCA members, for a little inspiration and to help decide a career path.

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

Peer to peer

Hit a brick wall or unsure on which road to take?

Seek advice from fellow ACCAs.

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



Jobs from Approved Employers

Working Internationally



Video and audio content

Case study profiles



Follow us on Twitter



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WEB AND TABLET TOO!**
www.accacareers.com

