



ACCOUNTANCY RESOURCES

to use in schools

www.accaglobal.com/ukschoolleaver





HOW TO USE THIS PACK

Whether you are a teacher, careers adviser or an ACCA member visiting a local school, this Schools Resource Pack should provide you with everything you need to explain careers in accountancy to young people.

CONTENTS

All about ACCA	3
Entry routes	4
Foundation-level qualifications	6
BSc honours degree	7
The ACCA Qualification	7
Hobbies chart	8
Public practice sector	9
Public sector	10
Financial services sector	11
Corporate sector	12
Competency Framework	13
Next steps for students	14
CD Rom	
• printable resources for students	
• Big-Handz business game	

We encourage you to photocopy information from this pack for distribution so that you can engage young people about careers in accountancy and finance.

ALL ABOUT ACCA

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. We ensure that all of our students have the opportunity to become complete finance professionals.

WHAT IS A PROFESSIONAL BODY?

A professional body is an organisation that has been set up to qualify and/or represent people in a particular job. We call these individuals members and to remain a member they have to complete continuing professional development CPD.

As a professional body for accountants, we do a number of things, including:

- Protect the public by making sure our accountants work to the highest standards around the world, adding value to businesses
- Provide education and training for our members
- Represent the accounting profession to the public, business world and the government

FAST FACTS

• We are truly global

We support 162,000 members and 426,000 students in 173 countries

• We value diversity

We are proud to continually have the highest percentage of female members (45%)

• We are unique

We are the only professional body to offer Option papers allowing students to steer their career in the direction they want

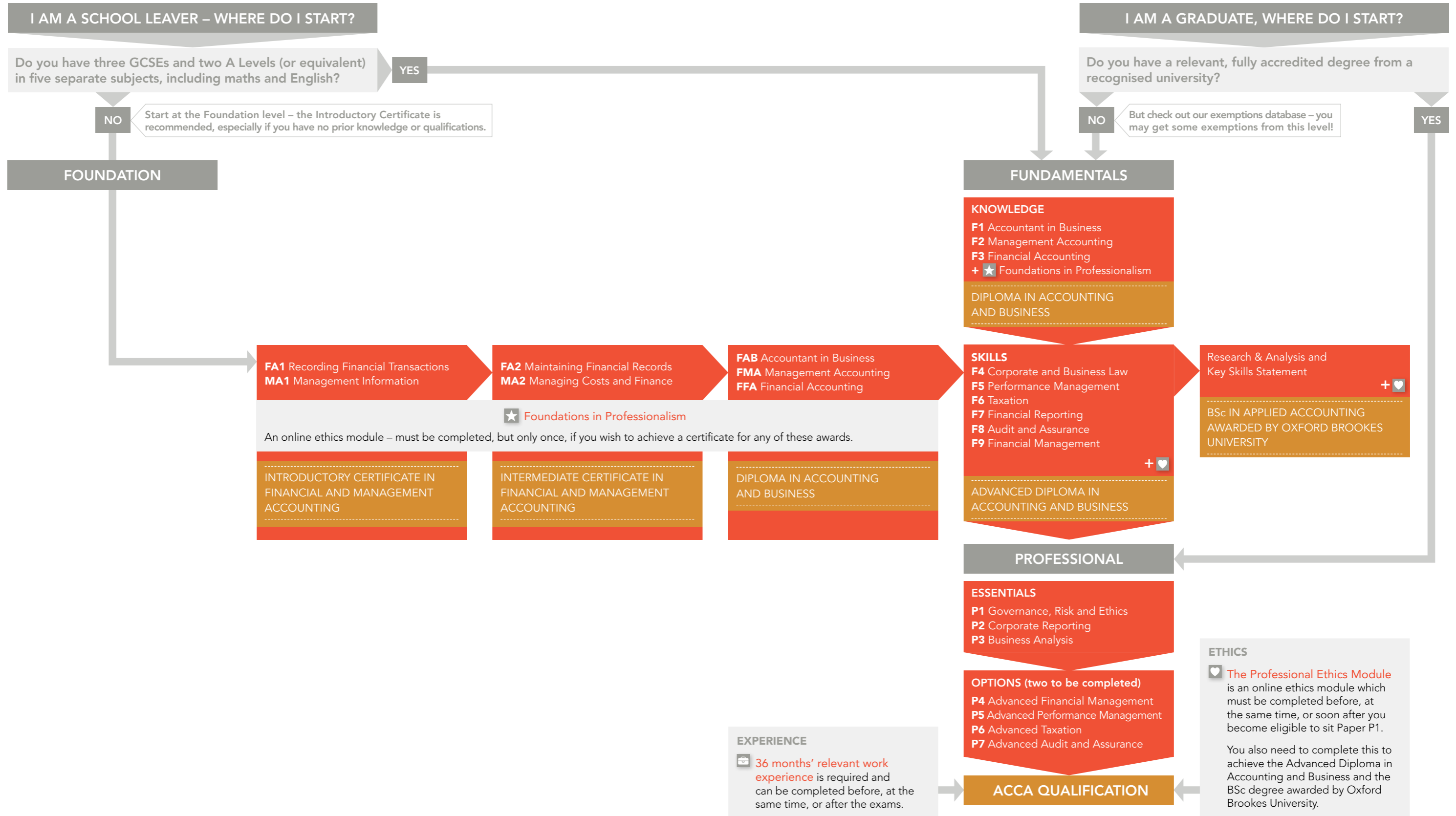
• We are 24/7/365

Our global customer service centre is open all the time, to help our students and members every step of the way

- **81%** of employers are likely to recommend ACCA and **90%** agree that ACCA is a **world-class organisation.**

ENTRY ROUTES

We offer various entry points so you can start your ACCA studies at the right level, based on your previous qualifications. We've listed the main entry routes here but visit our website to find out further information about entry requirements and exemptions.





FOUNDATION-LEVEL QUALIFICATIONS

Our foundation level qualifications are perfect for you if you have just left school and want to start your accountancy career straight away.

ACCA's foundation level awards allow you to progress through a range of qualifications that build up your knowledge and skills. Not only does this boost your CV, but it can also impress future employers. You can even go on to train and qualify as a professional accountant, all without the time and costs of a university degree.

INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

By completing this qualification you could work in a range of accounts-support roles, such as a junior accounts clerk, junior administrator or as a junior bookkeeper.

INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

You could work in a bookkeeping or cost clerk role in a small to medium organisation, or as an administrator within an accounting department of a larger organisation.

DIPLOMA IN ACCOUNTING AND BUSINESS

To achieve this award you need to complete three exams. Alternatively, if you meet the minimum requirements you can begin the ACCA Qualification.

CERTIFICATES IN AUDITING, TAXATION AND FINANCIAL MANAGEMENT

Want to specialise? These certificates allow you to do that, concentrating on individual accounting topics, giving you the freedom to work in any of these areas.

THE FOUNDATIONS IN PROFESSIONALISM ONLINE MODULE

This is the ACCA ethics module, and no matter which Foundations in Accountancy qualification you choose to do, we ask you to take this exam as well is chosen, this module must be taken.

CERTIFIED ACCOUNTING TECHNICIAN (CAT) QUALIFICATION

If you want a solid foundation of knowledge in finance and accounting, this qualification will give you the skills you need. You will also need to complete a year of relevant practical experience in any accounting environment to show you can use your knowledge in the workplace.

www.accaglobal.com/fia

BSc HONOURS DEGREE

The BSc degree aims to enhance and extend the knowledge and skills gained by you in your professional studies, and to improve your effectiveness as a professional accountancy student and future finance professional.

By gaining the BSc (Hons) in Applied Accounting, awarded by Oxford Brookes University, you will demonstrate to potential or existing employers that you possess all the relevant skills to equip you for a brilliant career in accounting and finance, and show that it is from a university that has a reputation for excellence. As a graduate of Oxford Brookes University, you automatically become part of a diverse network of over 100,000 fellow alumni who live and work in more than 150 countries across the globe.

There are lots of benefits to completing the degree, not least because a degree and a professional accounting qualification are a powerful combination of qualifications to have, which will put you in demand with employers and increase your career prospects.

www.accaglobal.com/bsc

'The best of both worlds... the modules were both for practice and industry.'

Beverley Ford ACCA, finance director, Rota Val Ltd

'Many people I've spoken to wish they had been given this opportunity instead of going to university.'

Gemma Hazeldon, audit associate, Grant Thornton UK LLP

THE ACCA QUALIFICATION

If you are a school leaver with a minimum of three GCSEs and two A Levels, in five separate subjects including maths and English or if you have equivalent qualifications, you can start studying the ACCA Qualification.

The ACCA Qualification is broadly equivalent to degree standard when you take the first nine papers (F1 – F9, the

Fundamentals level). When you take the next seven papers (P1 – P7, the Professional level); it is equivalent to a master's degree.

Once you have successfully completed your exams, ethics module and work experience and applied for ACCA membership, you will be able to use the 'ACCA' letters after your name and you will be able to work as a professional accountant.

ARE YOU READY TO STUDY?

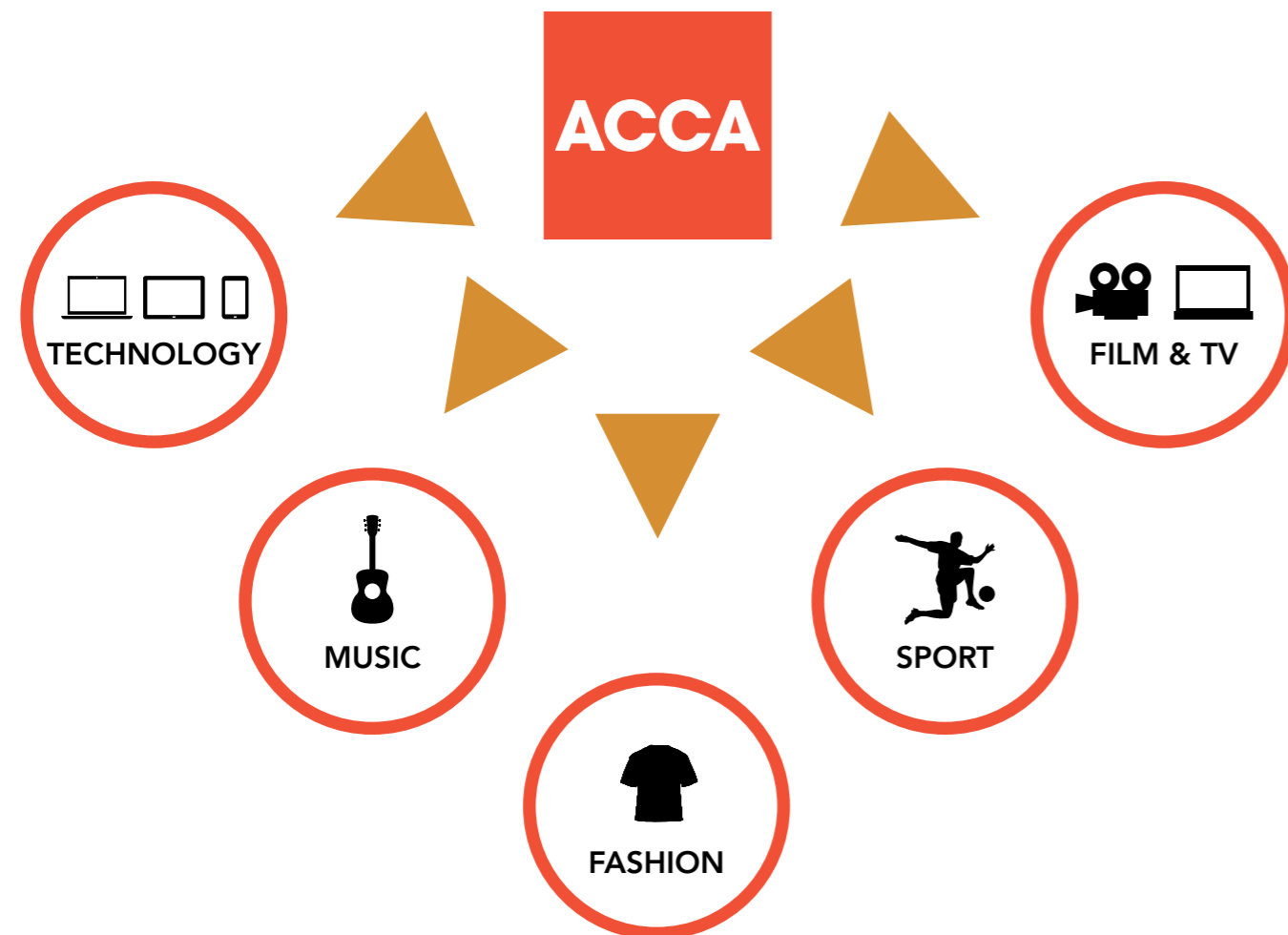
You can check your English and maths skills to see if you're ready to study with ACCA by using our free self-check modules. These are optional to complete and anonymous so only you will know the results and feedback.

Take the test: studentvirtualearn.accaglobal.com



ALL HOBBIES LINK TO ACCOUNTANCY

Accountants are at the heart of every business, advising it and guiding it towards success.



Becoming an ACCA member can enable students to earn a high salary and bonuses. Employers value their ACCA students, providing support along the qualification journey and offering benefits that students appreciate.

A REWARDING CAREER

Becoming an ACCA member means multi-sector experience, which is highly valued by employers. It means students are able to move jobs readily both internally within an organisation and externally in search of promotion, higher salaries and new experiences.

45% of ACCA students have worked in a different sector in the past, showing the strength of the ACCA Qualification as a passport to new employer sectors and experiences.

PUBLIC PRACTICE SECTOR

Starting salary: Between £18K and £25K

Many people who dream of a job in finance begin their career in the public practice sector. The possibilities of creating a successful practice and becoming a partner is very tempting for students, but even if they don't envisage a future like this, starting in the public sector will give them a solid foundation in accountancy.

In the public practice sector, organisations typically provide advice to individuals, businesses and governments. The services they offer include audit, tax, insolvency, forensic accountancy and business support.

Firms range in size from international organisations like the Big Four: PricewaterhouseCoopers (PwC), Deloitte, KPMG and Ernst & Young – to small practices on your local high street.

The Big Four, are of course, named as such for a reason – they dominate accountancy recruitment in the UK, and can offer excellent incentives. However, medium-sized and smaller practices are a great career choice as well, so deciding what type of firm students would like to work for is an important first step for them.

Potential roles:

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

'I left school after GCSEs and became an ACCA member at the age of 21. Qualifying to be an accountant is purely about hard work and commitment. Put in the hours and stay focused and I guarantee you can become an accountant! I did!'

Francesca Harper,
indirect tax assistant manager, KPMG





PUBLIC SECTOR

Starting salary: Between £15K and £26K

Sometimes, making a profit is not the only reason a business exists – in the public sector, the aim is to find the most effective and efficient ways of spending public funds. These funds come from people's taxes, so professionals in this sector need to be accountable and provide value for money.

Students could expect to work for:

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

Public sector accountants formulate and administer budgets, track costs and oversee projects in public sector organisations. The skills needed to succeed are not that different from other sectors, and finance students are still in great demand by the government despite the economic climate.

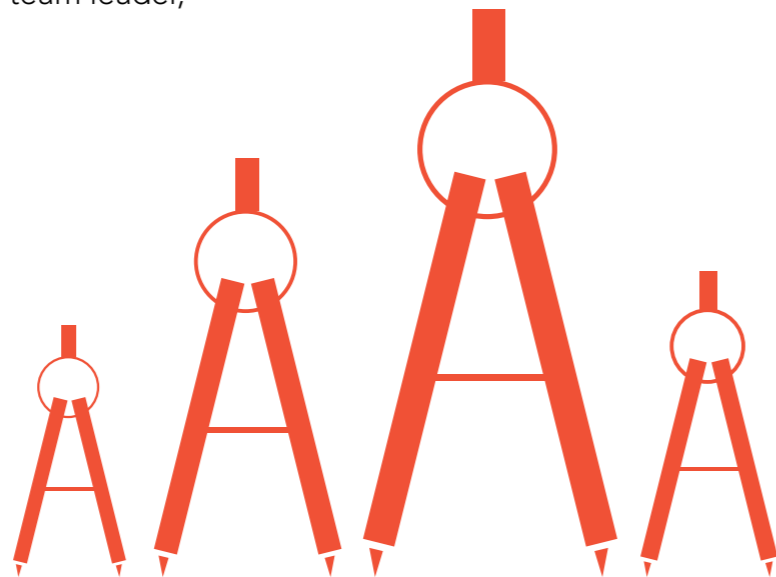
In this sector, work can involve big numbers, large workforces and huge budgets. It's also worth noting that benefits and holiday packages are often competitive in the public sector.

Potential roles:

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

'I think ACCA is the most visibly committed institute out there for accountants – they don't just offer the ACCA Qualification, but also certificates, a diploma and a degree, which to me shows that they have their members' professionalism at the forefront of their minds.'

Vicki Foxwell, performance reporting team leader,
HM Revenues & Customs



FINANCIAL SERVICES SECTOR

Starting salary: Between £18K and £25K

Virtually every adult has a financial product like a bank account, so the financial services sector is big business. This industry focuses on saving protecting and generating income, and covers a range of products. You could be working in private banking, insurance, pensions or investments, to name a few areas.

This sector is dominated by big names you will find on the high street and in the city: HSBC, Santander, Barclays, Zurich.

The sector recruits a significant number of accountants, and with the right skills and outlook there is a clear progression. At professional level, many large global brands offer established rotational routes where people can experience a taste of different finance functions.

Students will need a strong academic background to gain a job in this industry, but not necessarily in finance. A strong personality and excellent communication skills are also important.

Potential roles:

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

'After completing my A-Levels I chose ACCA to develop my career. If I consider what my career would be like without FCCA (Fellowship), it would be drastically different and far less fulfilling.'

Jaime Lane, senior manager in corporate finance,
Smith & Williamson



CORPORATE SECTOR

Starting salary: Between £18K and £22K

The name of the game in the corporate sector is getting results. Financial and management accountants work in a company to increase effectiveness, to maximise profits for stakeholders, meet government legislative financial requirements, and manage risk.

Companies that students could potentially work for include:

IBM, Shell, Centrica or an SME (small or medium-sized enterprise).

Work in this sector includes awareness of business strategies, producing financial reports, analysing them and offering advice about the company's current and future financial positions. This sector covers a vast range of industries, such as building and construction, energy and utilities, retail, manufacturing, IT and communications and the leisure industry.

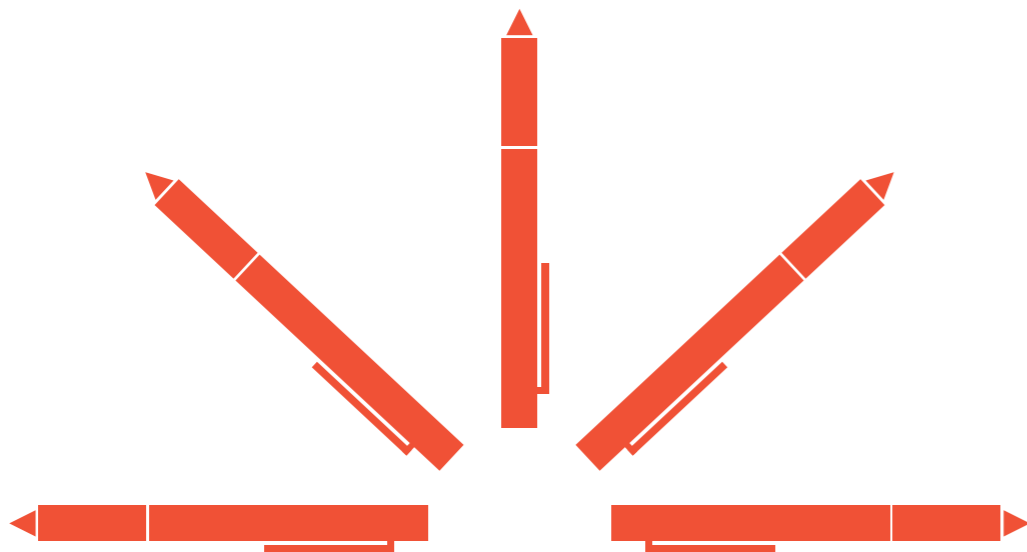
Corporate organisations greatly appreciate the 'get up and go' spirit and this sector offers young finance hopefuls a professional rewarding career through to retirement. Due to the sheer scope of the industry, you can work in a role that suits you, and gain all the knowledge and skills you need to progress your career.

Potential roles:

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

'I was a finance assistant when I started the ACCA Qualification and the fact I'm studying has made it easier to advance to where I am now, and when I'm qualified I'll be even more mobile in the job market.'

Andrew Stanley, senior auditor, BBC



ACCA COMPETENCY FRAMEWORK

The ACCA Competency Framework is an online, interactive tool which demonstrates the different competencies developed through all elements of the ACCA Qualification (exams, ethics module and experience requirement) and links these competencies to jobs in finance.

The ACCA Competency Framework shows you the type of jobs ACCA members do, how to get these jobs, and progress through your career in finance.

You will also be able to see what type of skills you have developed which will help you show your achievements to employers.

To view the ACCA competency framework visit:

competencyframework.accaglobal.com

WHAT SKILLS DO ACCOUNTANTS NEED?

Over the years, accountants have become key players in the business world. To be a successful accountant, you require a range of skills.

Good with numbers

You don't need to be a maths genius, but you do need to be comfortable with numbers to become an accountant.

Communication skills

Knowing how to communicate well with people at all levels of the business is essential. You need to be able to communicate technical information to others who might have no accounting knowledge.

Team player

Accountants often work in teams, and you need to work well with others, to give and receive information effectively.

Interpersonal skills

Building relationships with people in the business is important so you can carry out your role. Having strong relationships makes it easier to get things done.

Problem solving

In accounting you will often need to determine the best way to solve a task. You may encounter challenges so it is important you develop the skills to overcome obstacles.

Commitment and motivation

Accountancy training is not easy, but it is worth it. Your employer may be investing time and money in you if you study while working, so you need to demonstrate that you are committed to learning and show that you are motivated to succeed.

Reporting skills

Accountants need to prepare statistical and written reports. Report writing is a skill you will develop as your career progresses.

Attention to detail

You have to notice the small details in accountancy, and learn how to pay attention to information, as miscalculations lead to misinterpretation. Your training will teach you to take a methodical approach.

Being a business advisor

More and more, accountants are giving business advice about finance and strategy to organisations. You need to be confident giving advice, and helping people to find solutions to their problems.



THE BIG HANDZ BUSINESS GAME

ASK STUDENTS TO CONSIDER THEIR OWN LIVES...

DO THEY LIKE TO TAKE RISKS? OR DO THEY DO EVERYTHING TO AVOID RISK AND PLAY IT SAFE?

The aim of this game is for a class of up to 30 students to run BigHands.Biz, a company that makes and sells Fantastic Foam Hands for the Olympics. Students will form a board of directors, source finance, identify strategies and trade for a year with the objective of making the most profit!

ACCA has developed this interactive business finance game for 16-18 year olds interested in a career in finance and accountancy. In BigHands.Biz, the goal is to make the highest percentage return on investment. To do this, students will need to decide whether to play risky or safe, and how much of their money they want to invest or save in each quarter during the trading game.

This game has been designed to meet the needs of the KS3 programme of study for the PSHE curriculum, support work-related learning requirements and can also be used as a cross curricular activity, supporting maths, economics, business studies and art.

PLAYING RISKY IS ADVENTUROUS AND CAN LEAD TO BIG WINS. HOWEVER, IT CAN ALSO LEAD TO DISASTER! PLAYING SAFE CAN OFTEN BE SEEN AS BORING BUT IT CAN BE THE BEST STRATEGY IN UNCERTAIN TIMES.

There's also another factor which affects a business' success and that is 'luck'. This is the influence of all the things which students cannot control such as external factors, a financial crisis or unpredictable event. The key here is to encourage students to take this into consideration when choosing their strategy, so they can limit any negative affects luck could have on their business.

You can find everything you need for BigHands.Biz on the CD Rom.

NEXT STEPS FOR STUDENTS

REGISTER ONLINE

The quickest and easiest way to register is online at www.accaglobal.com/applynow

Applying online allows you to upload all your supporting documents, so your ACCA application will be processed much quicker and you will know at which level you can start your studies.

www.accaglobal.co.uk/applynow

SIGN UP FOR POTENTIAL

Potential is a free electronic magazine full of ACCA tips and advice about a career in finance. It will keep you informed with ACCA news while you decide on your career options. Sign up today at

www.accaglobal.com/potential

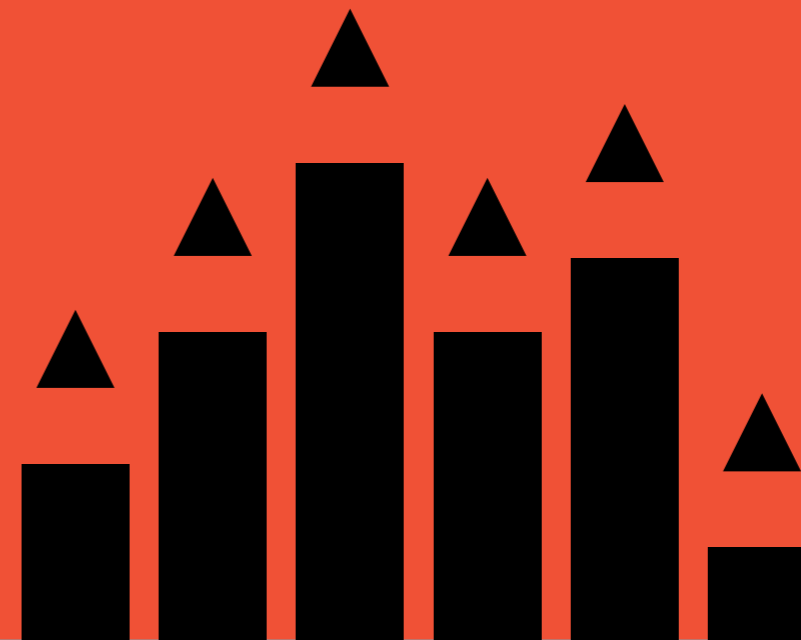
WATCH THE VIDEOS

ACCA's official You Tube channel has a range of informative videos about careers in accountancy. Find out more at

www.youtube.com/ACCAOfficial

ACCOUNTANCY
RESOURCES
to use in schools

ACCA



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.



students@accaglobal.com
+44 (0)141 582 2000

Follow us on Twitter
@ACCAUK_OnCampus

Like us on Facebook
www.facebook.com/ACCA.Official

