

# WORK EXPERIENCE CHECKLIST

This checklist is provided as a guide to indicate the areas in which applicants have gained work experience during their training. In addition to completion of the AAT or equivalent examinations, candidates for admission to membership are required to acquire sufficient and appropriate practical experience in financial and/or accounting activities.

While it is clearly desirable for a student under training to acquire a breadth of experience, its depth is equally important and may sometimes be more significant. The BICA will consider applications from students who are otherwise qualified and who are following a career in specialist areas.

It is not expected that all the numbered headings need to be covered before an application is made. Normally, experience gained with 3 – 4 of the numbered headings would demonstrate the required breadth of experience needed for membership purposes.

In addition to the completion of this checklist, an official covering letter should be provided to confirm the applicant's:

- specific dates of employment including any promotions;
- job title(s) for each post held;
- number of staff supervised;
- number of hours worked per week.

*The following checklist is provided as an indication of the areas from which a prospective member of the BICA should gain some training and practical experience. Please request your employer countersign the relevant areas in which you have acquired experience whilst in his employment.*

Applicant's Full Name	
Applicant's Address	Applicants TeL/Fax Nos
Dates of Employment: From	To:

## Public Sector

Job Description	Period	Countersign by Employer
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### 1. Financial Accounting

Income and expenditure accounts		
Capital accounts		
Control accounts		
Financial statements		
Cash flow statements		
Capital and revenue budgets		

### 2. Management Accounting

Cost accounts and records		
Application of costing methods		
Standard costing, variance analysis		
Allocation of central expenses		
Budgetary control		

### 3. Auditing – External and/or Internal Audit

Audit planning, programmes and reports		
Audit procedures, vouching, verification		
Application of audit techniques, sampling, flow charts ICQ's		
Computer audit		
Special assignments		

### 4. Establishment

Payroll and payment procedures		
Pension fund accounting and administration		
Employees records		
Accounting procedures for PAYE		
Manpower		

Job Description	Period	Countersign by Employer
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### 5. Financial and Accounting Procedures

Income analysis		
Expenditure analysis		
Payment of accounts, creditors records		
Collection of income, debtors records		
Cash, security and banking arrangements		
Bank reconciliations		

### 6. Contracts

Tender and quotation procedures		
Certification of invoices		
Contract financial accounts and variations		

### 7. Stores

Stores organizations, accounts and records		
Purchasing, receipts and issue procedures		
Pricing and stock-taking stock level control		
Treatment of surplus or obsolete stores, write-offs		
Reconciliation of stores and financial accounts		

### 8. Information Processing

Information collection and data coding methods		
Computer programs		
Systems analysis, design and development		

### 9. Capital Finance and Borrowing

Capital programmes, preparation and control		
Capital and special fund accounting		
Short and long-term borrowing procedures		
Loans pool accounts and procedures		
Investment appraisal, application of DCF		

Company Signed: <span style="float: right;"><b>Date:</b></span> Name: Position held :
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Company stamp

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## Industry & Commerce

Job Description	Period	Countersign by Employer
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### 1. Financial Accounting

Income and expenditure accounts		
Capital accounts		
Control accounts		
Financial statements		
Cash flow statements		
Capital and revenue budgets		

### 2. Management Accounting

Cost accounts and records		
Application of costing methods		
Standard costing, variance analysis		
Allocation of central expenses		
Budgetary control		

### 3. Internal Audit

Audit planning, programmes and reports		
Audit procedures and techniques		
Systems audit, identifying weaknesses		
Computer audit		
Special assignments		

### 4. Establishment

Payroll and payment procedures		
Pension fund accounting and administration		
Employees records		
Accounting procedures for PAYE		

Job Description	Period	Countersign by Employer
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### 5. Financial and Accounting Procedures

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Certification of invoices		
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### 7. Stores

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Pricing and stock-taking stock level control		
Treatment of surplus or obsolete stores, write-offs		
Reconciliation of stores and financial accounts		

### 8. Information Processing

Information collection and data coding methods		
Computer programs		
Systems analysis, design and development		

## 9. Capital Finance and Borrowing

Capital programmes, preparation and control		
Capital and special fund accounting		
Short and long-term borrowing procedures		
Loans pool accounts and procedures		
Investment appraisal, application of DCF		

Company Signed: <span style="float: right;"><b>Date:</b></span> Name: Position held :
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Company Stamp: