

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 accountancy 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; and
- 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 to countersign the relevant areas in which you have acquired experience whilst in his employment.

Applicant's Full Name	Applicants contact details
Applicant's Postal Address	Tel: Cell: Email address:
Dates of Employment: From	To:

Tick (√)

Public Sector Industry & Commerce Accounting and Auditing Practice

Job Description	Duration	Countersign by Employer
1. Financial Accounting		
Record accounting entries to the income and expenditure accounts general ledger		
Record accounting entries to the control accounts general ledger; trade and other receivables, trade and other payables		
Determine equity and /or financing balances and updating the general ledger accounts of the same		
Prepare financial statements		
Prepare 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		
Prepare audit planning, programmes and reports		
Address audit procedures as determined at planning and reach appropriate conclusions		
Application of audit techniques, sampling, flow charts ICQ's		
Computer audit <ul style="list-style-type: none">• Engaged in IT audit		
Engaged in special assignments -state in short		

4. External Audit

Client Acceptance/Continuance evaluation and documentation		
Pre - planning and planning procedures and documentation of such (including materiality determination)		
Assist in risk assessment and development of overall audit strategy and documentation		
Respond to identified audit risks by following set audit procedures		
Testing of controls, evaluation and appropriate documentation of results		
Finalization and assessment of adequacy (quality /quantity) of audit documentation in file		
Prepare audit reports to those charged with governance and management		

5. Specialized engagements

Forensic accounting		
Fraud and investigations		

6. Taxation

Computation of withholding taxes e.g. PAYE, OWHT		
Preparation of WHT return		
Tax planning and advisory		
Computation of income tax		
Review of income tax computation		

Job Description	Duration	Countersign by Employer
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7. Establishment

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

8. Financial and Accounting Procedures

Revenue analysis		
Operating expenses analysis		
Payment of liabilities and maintenance of creditors records		
Debt collection and maintenance of debtors records		
Cash, security and banking arrangements		
Preparations of bank reconciliations (weekly,monthly)		

9. Contracts

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

10. Inventory and consumables

Maintain inventory records appropriately		
Follow purchasing, receipts and issue procedures		
Follow set inventory work procedures		
Appropriate treatment of surplus or obsolete stores and write-offs		

Reconciliation of stores and finance department records		
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11. Information Processing

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

12. Debt Finance and Borrowing

Acquisition and issue of debt: <ul style="list-style-type: none"> • Perform financial information(including statements) analysis and reach appropriate conclusions 		
<ul style="list-style-type: none"> • Interpret financial information and relay appropriate conclusions 		
<ul style="list-style-type: none"> • Follow set procedures for debt approval 		
Capital and special fund accounting e.g. grant		
Short and long-term borrowing procedures <ul style="list-style-type: none"> • Advise client on their financing options based on their financial position and prospects 		
Investment appraisal <ul style="list-style-type: none"> • Perform investment appraisals using relevant methodologies and reach appropriate conclusions 		
Perform appropriately amortization analysis		

Company

Date:

Signed:

Name:

Position held :

Company stamp