

2.1) ADMISSION AT TECHNICIAN ACCOUNTANT LEVEL

(a) Education:-

(i) Technician qualification recognised by the Institute.

(ii) A Bachelor's Degree in Accounting with course content including:

- Financial Accounting
- Cost and Management Accounting
- Auditing
- Taxation
- Business Law

(b) Relevant Practical Experience

One year post qualifying relevant practical experience, key competence as per attached annexure I, based on the occupational standards for Technicians in the ECSAFA region. Key performance areas 1 – 7 + 16 are mandatory plus any two from 8 – 15.

PRACTICAL EXPERIENCE – TECHNICIAN ACCOUNTANT

1. Recording Income and Receipt.
Documents relating to goods and services supplied
Processing of receipts
2. Making and Recording Payments.
Documents relating to goods and services received
Processing of payments
3. Preparing Ledger Balances and an Initial Trail Balance.
Balancing bank transactions together with bank reconciliation statements
Preparing Ledger Balances and control accounts
Draft an initial trial balance
4. Supplying information for Management Control.
Coding and extracting information
Providing comparisons on costs and income
5. Maintaining Financial Records and Preparing Accounts.
Maintaining records relating to capital acquisition and disposal
Collecting and collating information for preparation of final accounts
Preparing the final accounts of sole traders and Partnerships
6. Recording and Evaluating Costs and Revenues.
Recording and analysing information relating to direct costs and Revenues
Recording and analysing information relating to allocation, apportionment and absorption of overheads.
Preparing and evaluating estimates of costs and revenues
7. Preparing Reports and Returns.
Preparing and Presenting periodic performance reports
Preparing reports and returns for external agencies
Preparing VAT returns
8. Contributing to the Management of Performance and enhancement of value.
Collecting, analysing and disseminating information about costs
Monitoring performance and making recommendations to enhance value
9. Contributing to the Planning and Control of Resources.
Preparing forecasts of income and expenditure
Preparing draft budgets proposals
Monitoring the performance of responsibility centres against budgets

10. Managing Systems and People in the Accounting Environment.
Managing people within the accounting environment
Identifying opportunities for improving effectiveness of an accounting system
11. Drafting Financial Statements.
Drafting limited company financial statements
Interpreting limited company financial statements
12. Operating a Cash Management and Credit Control System.
Monitoring and controlling cash receipts and payments
Managing cash balances
Granting credit
Monitoring and controlling collection of debts
13. Preparing Business Taxation Computations.
Preparing capital allowance computations
Computing assessable business income
Preparing Company/Corporation Tax Computations
14. Preparing Personal Taxation Computations.
Calculating income from employment
Calculating property and investment income
Preparing Income Tax Computations
15. Working with Computers.
Using computer systems and software
Maintaining the security of data
16. Professional Ethics.
Applying general principles and procedures for ethical, compliance within the accounting sector
Developing, maintaining and applying ethics in employer/employee situations
17. Implementing Audit Procedures
Contribute to the planning of an audit assignment:- gathering relevant background information, assessing risks and identifying control weaknesses
Contribute to the conduct of an audit assignment:-audit testing
Prepare related audit reports:-providing conclusions and evidence supporting draft reports

2.2) ADMISSION AT GENERAL ACCOUNTANT LEVEL

(a) Education:-

- (i) Completion of Fundamental papers of the Joint Examination Scheme.
- (ii) Post Graduate qualification in Accounting
- (iii) Chartered Institute of Secretaries and Administrators.

(b) Relevant Practical Experience

A minimum of two years relevant work experience, with one year post qualification, key competencies as per attached annexure II.

PRACTICAL EXPERIENCE – GENERAL ACCOUNTANT

KEY PERFORMANCE	UNIT	ELEMENTS
1. Taxation	Preparing Business Taxation Computations.	<ol style="list-style-type: none"> 1. Preparing Capital allowance Computations. 2. Computing assessable business income. 3. Preparing company/ Corporation Tax computations.
2. Financial Information	Advice and support clients/ management in meeting their regulatory obligations.	<ol style="list-style-type: none"> 4. Preparation of all purpose financial statements. 5. Advise on relevant regulatory obligations. 6. Provide support in meeting regulatory obligations.
3. Management/Cost Accounting	<ul style="list-style-type: none"> - Analysis of costs for products/Services. - Control of expenditure and budgetary control. 	<ol style="list-style-type: none"> 7. Application of costing methods and cost allocation. 8. Preparation of budgets. 9. Monitoring and reporting on budgets (Budgetary Control).
4. Auditing	Internal and External Auditing.	<ol style="list-style-type: none"> 10. Audit planning. 11. Determination of audit risk 12. Development of audit programs. 13. Application of audit procedures and techniques.
5. Stores Management	Procurement and Stores Management.	<ol style="list-style-type: none"> 14. Price negotiations and stock level control. 15. Purchasing and recording of stocks. 16. Reconciliation of stores and financial records.
6. Management Information Systems	Advise on and specify information systems to meet identified needs	<ol style="list-style-type: none"> 17. Identify information systems requirements. 18. Assist in establishing structures to deliver information systems. 19. Contribute to the design of information systems. 20. Manage the system specifications.

7. Supervision	Recruitment and development of staff, maintenance of relationships.	21. Develop and maintain effective and ethical relationships with colleagues and clients. 22. Identify personnel requirements and define roles. 23. Recruit and select individuals 24. Supervise and develop teams and individuals.
8. Professional Ethics	Compliance with professional requirements.	25. Applying general principles and procedures for ethical compliance within the accounting profession. 26. Development, maintaining and applying ethics in employer/employee situations.

Key role 1, 2, 7 and 8 mandatory plus any two of the remaining.

2.3) ADMISSION AT CHARTERED ACCOUNTANT LEVEL:

(a) Education:-

- (i) Completion of the full professional qualification pursued through the Joint Examination Scheme.
- (ii) All professional qualifications recognised by IFAC.

(b) Relevant Practical Experience

A minimum of three years relevant work experience, one of which will be post qualification, key competencies as per attached annexure III.

Practical Experience – Chartered Accountant

KEY PERFORMANCE	UNIT	ELEMENTS
1. Financial Information	(a) Preparation of Financial Statements for external purposes.	<ol style="list-style-type: none"> 1. Appraise and analyse information for preparation of financial statements. 2. Prepare and present financial statements. 3. Advise on relevant regulatory obligations and provide support in meeting such.
	(b) Preparation of financial statements for management.	<ol style="list-style-type: none"> 4. Appraise and analyse information required for management information. 5. Prepare and present management accounts and financial information.
	(c) Assist in the development and implementation of accounting systems.	<ol style="list-style-type: none"> 6. Identify needs and potential changes in the organisations systems. 7. Assist in the evaluation of changes to accounting systems.
2. Business Analysis and Performance Management.	(a) Planning and monitoring business performance.	<ol style="list-style-type: none"> 8. Assist in the identification of financial objectives and performance measures. 9. Assist in the introduction of systems to plan and measure financial performance. 10. Assist in the monitoring and reporting on financial performance.
	(b) Identify and analyse costs of products and services.	<ol style="list-style-type: none"> 11. Identify costs of products and services. 12. Determine and calculate actual costs of products and services. 13. Identify potential profitability and advise on reduction of costs.

	(c) Expenditure and budgetary control.	14. Prepare and agree budgets for activities, and spending proposals. 15. Monitor budgets and report through variance analysis.
3. Taxation	(a) Compute tax payable/liabilities.	16. Compute tax payable by clients/organisations. 17. Negotiate with tax authorities.
	(c) Tax Planning	18. Advise on tax liabilities and payments. 19. Assist clients/management in tax planning.
4. Statutory Audit	(a) Planning and Control for a statutory audit.	20. Determine the level of audit risk. 21. Evaluate control risk within an organisation. 22. Coordinate and manage the delivery of statutory audit evidence.
	(b) Collection of evidence and evaluation of risk for a statutory audit.	23. Evaluation evidence collected for an audit. 24. Make judgements about the truth and fairness of an organisations financial statements. 25. Review performance of the audit.
	(c) Report on the audit findings.	26. Advise on the findings and implications of the audit. 27. Prepare a formal audit report.
5. Internal Review	(a) Preparation for, and control of Internal review.	28. Determine the scope, purpose and objectives of the review. 29. Co-ordinate the delivery of the review.
	(b) Deliver the objectives and report.	30. Analyse evidence against the objectives of the review. 31. Evaluate and make judgements against the objectives of the review. 32. Report on the findings and

		outcomes of the review.
6. Asset Management	(a) Monitor and maintain an organisations working capital requirements.	33. Assess the organisations working capital requirements. 34. Coordinate the provision and adequacy of working capital.
	(b) Assist/contribute into Credit Control and Monitoring of debt.	35. Contribute to credit and debt policy specifications and mechanisms. 36. Monitoring and maintenance of credit control and the level of outstanding debt.
	(c) Evaluate investment opportunities.	37. Determine the risks and benefits with investment opportunities. 38. Identify optimum investments.
7. Manage Information Systems.	(a) Advise on informations systems to meet organisational requirements.	39. Identify information systems requirements. 40. Assist in establishing structures to deliver information systems.
	(b) Specify information systems to meet identified requirements.	41. Contribute to design of information systems. 42. Manage the system specifications.
	(c) Install information systems to meet requirements.	43. Implement information system in accordance with specifications. 44. Review and evaluate implemented systems for adequacy and effectiveness.
8. Manage people	(a) Develop and maintain effective and ethical relationships.	45. Development of effective and ethical relationships with clients/colleagues. 46. Identify personnel requirements and role specifications. 47. Recruit and select teams and individuals. 48. Develop and train teams and individuals.
	(b) Recruit and develop staff. Identify personnel requirements and role	49. Recruit and select teams and individuals. 50. Develop and train teams

	specifications. (c) Lead others to achieve objectives.	and individuals. 51. Demonstrate commitment to own personal and professional development. 52. Recognise and understand changes affecting the profession. 53. Delegate activities to teams and individuals. 54. Monitor and supervise the work of others.
9. Business Development	(a) Contribute to formulation of business strategy and objectives.	55. Assist in the setting of business targets and objectives. 56. Develop plans to achieve business targets and objectives.
10. Professional Ethics	Compliance with professional requirements.	57. Applying general principles and procedures for ethical compliance within the accounting profession. 58. Development, maintaining and applying ethics in employer/employee situations.

The applicant to satisfy 6 of the 10 key performance areas, with a minimum of 16 elements overall. Key area 1,3,5 and 10 mandatory.