

## Recognition of Prior Experience Assessment of Competence Checklist

Please read the following guidance on completing this form.

In applying for professional membership of the Institute of Financial Accountants, via the **Recognition of Prior Experience (RPE)** route, are you able to confirm that you currently have the vast majority of the competencies listed below? This means that, if required, you could demonstrate that you have both performed these tasks in the past and could do so now to a professional standard if requested.

Please tick the box against all tasks that you are confident you have the competence to perform. When you have done so, you should sign & date the form in the space provided and obtain the counter-signature of either your employer (*if in employment*) or a professional peer (*if you are self employed*). In either case, the counter-signatory must be able to confirm what you have agreed to on the form, in regards to your competence.

Please note that applicants via the RPE route, in the absence of any other relevant qualifications, will only be able to obtain membership at the Financial Accounting Executive (FAE) level in the first instance. FAE members are not able to obtain a Practising Certificate. However, progression to Associate of the Institute is possible by following either the IFA Level 5 Diploma for SME Finance & Business Managers or the IFA Level 5 Diploma for SME Finance Managers. Please refer to the IFA education department for details of these modules

### Ethics

All members are required to follow the IFA Code of Ethics and have completed the IFA ethics assessment or provide evidence of having completed ethics training prior to being accepted as a member of the IFA. Please tick the appropriate box.

I have provided evidence of having satisfactorily completed ethics training

I need to complete the IFA ethics assessment

### ADVANCED BOOK-KEEPING & ACCOUNTING ADJUSTMENTS

- Prepare a Trail Balance from a list of Ledger Account Balances  
Amend an incorrect Net Profit figure following the Corrections of Errors
- Calculate Depreciation on a Full Year or Monthly basis using the Straight Line, Reducing Balance or Revaluation.
- Record Depreciation Charges in the Profit & Loss Account & Balance Sheet.
- Calculate the Profit or Loss on Disposal of a Fixed Asset & record this in the Profit & Loss Account.
- Prepare a Fixed Asset Disposal Account.

- Record Opening & Closing Balances in Income & Expense Accounts relating to:  
Payments in Advance, Receipts in Advance,
- Payments in Arrears, Receipts in Arrears.
- Record Closing Balances relating to Prepayments & Accruals on Income  
& Expense Accounts in the Balance Sheet.
- Make Ledger entries to write-off Bad Debts.
- Use an Aged Debt Schedule as a basis for identifying Bad Debts  
& making Provision for Doubtful Debt calculations.
- Record in a Ledger Account the Creation, Increase & Decrease in a Provision for Doubtful Debts.
- Record in the Journal Bad Debt write-offs & provision for Doubtful Debts.
- Record Net Debtors following a Bad Debt write-off & a Provision for Doubtful Debts  
as they would appear on a Balance Sheet.

#### **PARTNERSHIPS.**

- Prepare Fixed Capital & Fluctuating Current Accounts for each partner.
- Prepare an Appropriation Account in accordance with a Partnership Agreement  
to show the treatment of Partners Salaries, Interest on Capital, Interest on Drawings,  
Interest on Loans & Sharing of Profits/Losses.
- Record Entries for the Admission & Retirement of a Partner including the treatment of Goodwill.

#### **LIMITED LIABILITY COMPANIES.**

- Record transactions in the Ledger resulting from the Issue & Redemption  
of Shares & Debentures including Applications & Allotments, Shares Issued at  
Premium or Discount & Forfeiture of Shares.
- Prepare an Appropriation Account to include Corporation Tax, Undistributed  
Profit, Transfers & Dividends Paid & Proposed.
- Prepare in 'good form' the Balance Sheet for a Limited Company  
(Published Format Standard not Compulsory).

#### **MANUFACTURING ACCOUNTS.**

- Prepare in 'good form' the Manufacturing, Trading, Profit & Loss Account & Balance Sheet of a  
Manufacturing Business which could be a Sole-Trader, Partnership or Limited Company which clearly  
shows:
  - a. Prime/Direct Costs.
  - b. Factory/Indirect Costs.
  - c. Non Production Overheads.
  - d. Opening/Closing Stocks for Raw Materials & Finished Goods.
  - e. Work-in-Progress Adjustments.
  - f. Other Period End Adjustments.
  - g. Apportionment of Overheads between Manufacturing & Profit & Loss.

#### **INCOMPLETE RECORDS.**

- Prepare for a Business Organisation the Trading, Profit & Loss Accounts & Balance Sheet from Incomplete Records through the process of:
  - a. Calculating Opening Capital.
  - b. Distinguishing between Capital & Revenue Income & Expenditure.
  - c. Calculating Purchases & Sales using Mark-ups & Margins.
  - d. Calculating Stock Loss.
  - e. Calculating Proprietor Drawings.
  - f. Applying any Opening & Closing Adjustments in accordance with appropriate Accounting Concepts & Conventions.

### **PREPARATION OF PERIODIC FINANCIAL STATEMENTS.**

- Prepare the Periodic Financial Statements in Vertical Format for:
  - a. Sole Traders.
  - b. Partnerships.
  - c. Non-trading Organisations.
  - d. Limited Liability Companies.
- By applying the following techniques:
  - a. Converting a list of Balances to Trial Balance format.
  - b. Correcting Trial Balance errors & eliminating a Suspense Account.
  - c. Making Adjustments for Closing Stock, Prepayments & Accruals, Depreciation, Bad Debts & Provision for Doubtful Debts.

### **CALCULATING & INTERPRETATION OF ACCOUNTING RATIOS.**

Calculate Ratios for:

- Profitability.
- Return on Capital Employed.
- Gross Profit % Sales.
- Net Profit % Sales.
- Efficiency.
- Expenses % Sales.
- Rate of Stock Turnover.
- Debtor Collection Period.
- Creditor Payment Period.
- Liquidity.
- Current (Working Capital) Ratio.
- Acid Test (Quick Asset) Ratio.

**Module: A1-Financial Accounting.**

### **PARTNERSHIPS & BUSINESS AMALGAMATIONS.**

- Prepare the accounts dealing with the purchase of a Sole Trader's business by a Partnership, showing the entries in the books of both the Vendor & the Purchaser.
- Prepare the accounts dealing with the purchase of one Partnership business by another, showing the entries in the books of both the vendor & the purchaser.
- Prepare accounts dealing with the Amalgamation of one or more Sole Traders to form a Partnership, showing the closing entries in the books of the old business & the opening entries in the new.

- Make appropriate entries in the books of a Partnership to record the Admission of a new Partner.
- Prepare accounts for the conversion of a Partnership into a Limited Company & differentiate between pre & post incorporation profits.

**LIMITED COMPANY.**

- Account for Provisions & Reserves showing how alterations in either can be achieved & how such alterations will affect the Capital Structure of the Company.

**CONFIRMATION OF ASSESSMENT.**

I confirm that the completed assessment is an honest & accurate self-appraisal of my competencies.

Signature of RPE candidate.....

Name.....Date.....

I confirm the accuracy of the applicant’s self assessment, based upon my own accurate knowledge of their competence.

Signature..... Professional qualification.....

Name.....Date.....

Job Title/Position Held.....

Name of Business Organisation.....

Address.....

.....Post Code.....

Telephone Contact Number & Mobile Number .....

Relationship to the Applicant (Employer, partner, etc).....

**DATA PROTECTION ACT 1988**

Privacy and Data Protection: IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is held in accordance with the Data Protection Act 1998. Non sensitive information may be passed to third party and partner organisations for the promotion of goods and services relevant to financial accountancy or access to membership benefits. All rights, duties and responsibilities under the Act are acknowledged. Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website or on request.

If you do not wish to be contacted by third parties or partner organisation in relation to goods or services relevant to financial accountancy\*, please tick.

If you give your permission for your personal details to be divulged at the request of a bank manager or prospective employer, please tick.

\*You should be aware that a range of the IFA membership benefits are provided in association with partner organisations. You may not be able to access the full range of benefits if our partners cannot contact you.