



Level 4 Accounting Technician Apprenticeship

PORTFOLIO AND REFLECTIVE STATEMENT – EXAMPLE 2

STUDENT PROFILE	
ICAEW student number	3456890
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Attempt number	1

SECTION 1

1.1 KNOWLEDGE

Complete all the sections below:

Training log ref.	Knowledge	Brief description of a situation from your training log that shows your competence	Date
P1	Accounting	Description of the situation: I was working on an audit team for a listed property firm.	4 Jan 2017
		Evidence of your competence: I reviewed the bank reconciliation performed by the client before recalculating this and checking that it was correctly debited or credited into the correct journals at the correct amounts.	
P2	Business awareness	Description of the situation: I worked in a finance team for a globally established firm.	12 Feb 2017
		Evidence of your competence: I pulled together forecasts of foreign currency rates for the forthcoming year. This was used by the company's treasury team to help inform its borrowing approach for the next 12 months.	
P3	Ethical standards	Description of the situation: I was assigned to the audit of an offshore fund.	8 May 2017
		Evidence of your competence: I had not carried out an audit on a company operating in this sector previously. Therefore, I identified that I needed to learn more about this sector before I commenced my work on the audit, as Professional Competence is a requirement of the ICAEW Code of Ethics. .	

P4	Regulation and compliance	Description of the situation: I was working on the audit of a fast-growing electrical goods distributor who had issued new share capital.	4 June 2017
		Evidence of your competence: I had to review the company's memorandum and articles of association to check whether there were any pre-emption rights when it issued the new share capital.	
P5	Systems and processes	Description of the situation: I was working on some management accounts for a small food producer.	20 July 2017
		Evidence of your competence: I prepared a variance analysis that compared each month's outturn figures with the forecast figures, highlighting the material differences.	

1.2 SKILLS

Complete all of the sections below:

Training log ref.	Skill	Brief description of a situation from your training log that shows your competence	Date	Reference to Section 2
P6	Analysis	Description of the situation: I was working on some management accounts for a small food producer.	12 Aug 2017	
		Evidence of your competence:		

		I created a spreadsheet that took outturn financial data and compared it to forecast data. I used this to update the forecast figures for future months, based on the actual outturn data.		
P7	Communication	Description of the situation: I was working on an audit team for a property firm.	22 Oct 2017	
		Evidence of your competence: One of my responsibilities was to gather all of my team's requests for supportive documentation and upload these requests for the client. I would then keep the team members and the client informed of the expected time of receipt for each document so that they could plan accordingly for any delays.		
P8	Leadership	Description of the situation: I worked on the cash tracing element of an Expert Report.	30 Sept 2017	
		Evidence of your competence: I took ownership of the task and contributed during trial preparation with queries even though I was on another project. I worked extremely long hours to ensure the task was accurate and took responsibility of ensuring the expert knew all aspects of it.		
P9	Planning and prioritisation	Description of the situation: I was responsible for testing a number of areas of six statutory accounts.	13 July 2017	Example 2
		Evidence of your competence: I had to plan out a clear schedule of audit tasks in order to prioritise the most urgent tasks.		
P10		Description of the situation:		Example 4

	Produces quality and accurate work	<p>I was set the task of recalculating the interest payments on a number of intercompany loans</p> <p>Evidence of your competence:</p> <p>I obtained all of the relevant loan agreements and read through the terms and conditions of each in great detail, before carefully recalculating the interest amounts.</p>	6 Sept 2017	
P11	Team working and collaboration	<p>Description of the situation:</p> <p>I was working as part of an audit team for a large listed company.</p> <p>Evidence of your competence:</p> <p>Often, I had reached out to members of the other teams to build on my knowledge of the group structure in order to improve the quality of my testing.</p>	4 August 2017	
P12	Uses systems and processes	<p>Description of the situation:</p> <p>I was recording some results of previous testing that was performed by a senior team member who was attempting to discover cases of fraud.</p> <p>Evidence of your competence:</p> <p>I was curious about the mechanics of our testing and asked the team member to brief me through the data analytics software that was used. Before long, I had learned how to use this software as an audit tool by filtering for unusual transactions within a client's journals.</p>	23 May 2017	

1.3 BEHAVIOURS

Complete all of the sections below:

Training log ref.	Behaviour	Brief description of a situation from your training log that shows your competence	Date	Reference to Section 2
P13	Adaptability	<p>Description of the situation:</p> <p>I was sent on a new assignment with just two days' notice.</p>	2 May 2017	
		<p>Evidence of your competence:</p> <p>I researched the company's principal activity and reached out to a senior team member to arrange a pre-engagement meeting. This was an opportunity to gain a foundation of knowledge on the company and a brief over the areas that I would be auditing.</p>		
P14	Adding value	<p>Description of the situation:</p> <p>I was asked to review some draft statutory accounts.</p>	1 June 2017	Example 1
		<p>Evidence of your competence:</p> <p>I discovered a flaw in the note disclosure for share capital which was above the materiality threshold, which led to the disclosure being changed.</p>		
P15	Ethics and integrity	<p>Description of the situation:</p> <p>On an audit I was seeking documentation from the client.</p>	21 April 2017	
		<p>Evidence of your competence:</p> <p>The client had initially refused to respond to my request for information as she had claimed that we already had it in our possession and it would be too time consuming. This led to an awkward situation</p>		

		with the client because I escalated the issue to her manager. However, I later discovered that the client was correct. I decided to be honest with the client by explaining the cause of the issue and expressing an apology on behalf of the team.		
P16	Proactivity	Description of the situation: During an audit I was assigned to test cash balances on the face of the financial statements.	4 May 2017	
		Evidence of your competence: After finishing this task ahead of time, I helped my team members in other areas of the audit in order to help the team progress. I helped with the areas which I had previous experience with in order to produce the most work in the little time that I had left on the engagement.		
P17	Professional scepticism	Description of the situation: I was working on the final auditing stages of a number of statutory accounts.	22 Aug 2017	Example 3
		Evidence of your competence: I noticed that each entity was taking a different approach to calculating a tax exemption, which I queried to make sure that what they had done was appropriate.		

SECTION 2

Using a situation from your portfolio, provide evidence of how you demonstrated competence in a skill or behaviour.

Reflecting on this experience, describe what you learned OR what you would do differently if you could do it again. (500 words max)

2.1 EXAMPLE 1

Skill / Behaviour that you are reflecting on (underline your choice)	
Skills: Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes	
Behaviours: Adaptability / <u>Adding value</u> / Ethics and integrity / Proactivity / Professional scepticism	
Date of the situation	1 June 2017
Describe the situation	
I was set the task of reviewing a full set of draft statutory accounts to raise any issues that had needed to be adjusted in regard to presentation and disclosures. These points of concern were compared with the FRS proforma and my own knowledge of the company.	
Evidence of competence in the skill or behaviour	
I had applied all of the knowledge on the entity that was accumulated over the entire engagement to spot for inaccurate narrative disclosures. In any case, all of the notes to the financial statements would be referenced back to the FRS proforma to ensure they were appropriate. Furthermore, I had paid particular attention to detail in order to search for any spelling or grammar mistakes that the client had made when producing the accounts. A major contribution I had made was by discovering a flaw in the note disclosure for share capital. This disclosure had an error which was found to be above our materiality threshold. As a result, the client was able to make the appropriate changes before we had signed off the accounts.	
Describe what you learned	
This experience reinforced the importance of professional scepticism. During this task, I had made a great decision to question the share capital disclosure. This was because it was consistent with the FRS proforma, however, was not consistent with my knowledge of the firm. Hence, I decided to still raise this issue with the senior team members. In this case, by applying professional scepticism I was able to add value for the client as this was a genuine error on their behalf which could have reflected poorly on their reporting quality to shareholders if it had been published.	
OR Describe what you would do differently if you could do it again	

2.2 EXAMPLE 2

Skill / Behaviour that you are reflecting on (underline your choice)	
Skills: Analysis / Communication / Leadership / <u>Planning and prioritisation</u> / Produces quality and accurate information / Team working and collaboration / Uses systems and processes	
Behaviours: Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism	
Date of the situation	13 July 2017
Describe the situation	
I was responsible for testing a number of areas of six statutory entities. The team was clearly under-resourced and the sign-off deadlines for every entity were approaching within the next few weeks.	
Evidence of competence in the skill or behaviour	
I had planned out a clear schedule of audit tasks in order to prioritise the most urgent tasks according to the closest deadlines. I also prepared, in advance, for the tasks that required great technical knowledge in accounting by requesting supportive documentation from the client in a timely manner and by reaching out to the more experienced auditors on the team for support in advance.	
Describe what you learned	
Planning becomes increasingly important when auditing for globally diverse clients. Often, the assigned client contact is operating from a different time zone so difficulties in maintaining effective communication are more than likely. It was essential to plan calls and other forms of communication in advance and prepare to extract as much information as possible from each meeting in order to prevent delays in my work.	
OR Describe what you would do differently if you could do it again	

2.3 EXAMPLE 3

Skill / Behaviour that you are reflecting on (underline your choice)	
Skills: Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes	
Behaviours: Adaptability / Adding value / Ethics and integrity / Proactivity / <u>Professional scepticism</u>	
Date of the situation	22 August 2017
Describe the situation	
I was working on the final auditing stages of a number of statutory accounts. The top priority for me was to test the reasonableness of the tax computations for several of these accounts. The final tax figures had all been calculated by the same manager who had assured me that the workings were correct and consistent with their prior year workings which had been approved.	
Evidence of competence in the skill or behaviour	
Each entity had the same principle activity and types of expenditure. This meant that they had qualified for the same tax exemption which was the most complicated part of each tax computation. However, each of the workings for the entities had taken a different approach to calculate the exact deduction from overall tax. However, the method to derive this deduction had been set out by the government and should have been consistent. Upon further investigation, the client had seemed to be correct when pointing out that all of these workings were consistent with the methods used in prior year which were signed off as appropriate. Despite this, I decided to raise this concern with the engagement manager to eventually discover that these workings were indeed incorrect.	
Describe what you learned	
It is always important to remain objective when communicating with clients. A way I can ensure this is by keeping an open mind when reviewing the client's evidence, and not allowing any of their concerns to defer my professional judgement, whether this is intentional or not. Also, this taught me that it is always appropriate to express any minor concerns with a senior team member as, in the worst case scenario, it is a chance to improve my knowledge.	
OR Describe what you would do differently if you could do it again	

2.4 EXAMPLE 4

Skill / Behaviour that you are reflecting on (underline your choice)	
Skills: Analysis / Communication / Leadership / Planning and prioritisation / <u>Produces quality and accurate information</u> / Team working and collaboration / Uses systems and processes	
Behaviours: Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism	
Date of the situation	6 Sept 2017
Describe the situation	
I was set the task to recalculate the interest payments on a number of intercompany loan agreements for the year, across a group structure. Some of these terms were based on fixed rates whereas others were based on more complex floating rates.	
Evidence of competence in the skill or behaviour	
I obtained all of the relevant loan agreements and read through the terms and conditions of each one in great detail. I then used this information to calculate the correct charge for the year. Furthermore, my answers were compared to those of the client. The answers that had differences above our materiality thresholds were gradually reconciled against the client's workings in logical steps. Where the workings were still unclear, inquiries were communicated to the client contact and discrepancies were investigated and amended. This resulted in a true and accurate disclosure on the face of the financial statements.	
Describe what you learned	
OR Describe what you would do differently if you could do it again	
From this task I learned about the importance of audit quality. From the client's prospective, this is often the provision of just an effective and efficient service. This means that all given information must be read and understood by the auditor before any further inquiries are made with the client in order to prevent delays to the service that is provided. This is something I could have considered more carefully perhaps by reviewing my work with a senior team member before communicating further with the client. Additionally, this can help to preserve a healthy working relationship.	

Knowledge	What is required?	Examples of appropriate criteria
Accounting	Understand and / or validate the accounting standards for basic accounts preparation and / or the drafting of financial statements. Specialist knowledge in other aspects of accounting, for example management accounting and tax accounting.	<ol style="list-style-type: none"> 1. Prepared / posted journals 2. Prepared information for a financial statement 3. Carried out variance analysis 4. Identified financial trends 5. Prepared or reviewed a budget 6. Carried out a tax calculation
Business awareness	Understand the industries and environments in which an organisation operates, including customer and supplier needs, in order to create and / or validate and / or report financial information.	<ol style="list-style-type: none"> 1. Carried out market analysis 2. Carried out analysis on a competitor 3. Carried out internal analysis 4. Created financial information 5. Validated financial information 6. Reported financial information
Ethical standards	Understand and apply the relevant Ethical Standards to their own behaviour and appropriately challenge the actions of others where they do not meet these standards.	<ol style="list-style-type: none"> 1. Understood Fundamental Principles within the ICAEW Code of Ethics (i.e. Integrity, Objectivity, Professional Competence and Due Care, Confidentiality and Professional Behaviour) 2. Understood potential threats and safeguards in relation to ethical standards. 3. Identified a potential ethical issue (e.g. Conflicts of interest, Doubtful accounting or commercial practices, Inappropriate pressure, Confidentiality, Money laundering, Governance, Fraud, Segregation of duties) 4. Identified a professional dilemma
Regulation and compliance	Understand and apply professional standards and legal regulations to an organisation's financial information, and to	<ol style="list-style-type: none"> 1. Worked on a director's duty issue 2. Worked on a Memorandum / Articles issue

	comply with the fundamental principles of integrity, objectivity, professional competence and due care and confidentiality.	<ol style="list-style-type: none"> 3. Worked on a tax law issue 4. Applied relevant standards on an audit 5. Complied with a fundamental principle (i.e. integrity, objectivity, professional competence, due care & confidentiality)
Systems and processes	Understand and evaluate an organisation's systems and processes and make recommendations for improvement, as appropriate. A basic understanding of external and internal audit's function in giving assurance over these systems and processes.	<ol style="list-style-type: none"> 1. Carried out a test of controls 2. Worked on an internal audit 3. Worked on an external audit 4. Performed a period-end reconciliation process 5. Made a recommendation to improve a system or a process

Skills	What is required?	Examples of appropriate criteria
Analysis	Create and interpret information, and show how that information can be used most effectively to add value to the organisation.	<ol style="list-style-type: none"> 1. Created information 2. Interpreted information 3. Used information to help decision making
Communication	Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal formats.	<ol style="list-style-type: none"> 1. Wrote a document 2. Wrote a presentation 3. Gave a presentation 4. Tailored information to audience
Leadership	Proactively manage their own development and is committed to the job and their profession.	<ol style="list-style-type: none"> 1. Responsible for a task 2. Led a team 3. Suggested a way forward 4. Gave guidance to others 5. Supervised a task 6. Showed commitment

Planning and Prioritisation	Work to tight deadlines and respond to changing priorities. Effectively plan and prioritise time and coordinate the input of others in order to meet both deadlines and changing priorities.	<ol style="list-style-type: none"> 1. Met a deadline 2. Prioritised work 3. Planned a task 4. Coordinated input from others
Produces Quality and Accurate Information	Apply accounting/tax knowledge to consistently deliver high quality, accurate data and information in a timely fashion.	<ol style="list-style-type: none"> 1. Finished a task on time 2. Produced accurate work 3. Produced high quality work
Team Working and Collaboration	Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations.	<ol style="list-style-type: none"> 1. Worked with others 2. Worked across organisations 3. Worked in a team.
Uses Systems and Processes	Understand the systems and processes of the organisation sufficiently, as applicable to the role. Proficient in the IT systems applicable to the role.	<ol style="list-style-type: none"> 1. Used an IT system 2. Followed a process

Behaviours	What is required?	Examples of appropriate criteria
Adaptability	Willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing environment.	<ol style="list-style-type: none"> 1. Responded appropriately to change 2. Was flexible 3. Listened to feedback 4. Demonstrated learning
Adding Value	Actively engage in the wider business, as appropriate, and look to provide information that positively contributes to influencing business decisions. Continually strive to improve own working processes and those of the organisation.	<ol style="list-style-type: none"> 1. Improved a process 2. Contributed to a decision 3. Improved own performance
Ethics and Integrity	Honest and principled in all of their actions and interactions. They will respect others and meet the ethical requirements of their profession.	<ol style="list-style-type: none"> 1. Behaved with integrity 2. Acted independently & objectively 3. Ensured professional competence & due care

		<ul style="list-style-type: none"> 4. Maintained confidentiality 5. Behaved professionally
Proactivity	Takes responsibility. Demonstrates the drive and energy to get things done, even under pressure.	<ul style="list-style-type: none"> 1. Started a task on their own 2. Developed a new idea 3. Suggested something 4. Did more than minimum 5. Acted without being asked 6. Thought ahead
Professional Scepticism	Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of financial information due to error or fraud.	<ul style="list-style-type: none"> 1. Questioned assumptions 2. Asked about the source of information 3. Tested accuracy of information 4. Detected errors 5. Considered potential for bias