CPD RECORD: FINANCIAL CONTROLLER EXAMPLE (Using online CPD form)

As part of your Annual Return, ICAS ask you to self-certify that you have met your CPD requirements for that year through undertaking 'The ICAS Professional Development Process'. This process is something that you will probably be doing to some extent anyway, either mentally or as part of your organisation’s annual performance review process.

If selected for monitoring purposes, you will be asked to send in your CPD record for review by ICAS. Your CPD record can be in any format but we recommend this pro-forma CPD planning and recording document to help you plan your CPD activities and record your progression through ICAS’ Professional Development Process. A copy of this document is also available from the ICAS website here.

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong> Mr F Controller</td>
</tr>
<tr>
<td><strong>CPD YEAR : 2013</strong></td>
</tr>
</tbody>
</table>

**STEP 1- Define current and future role(s)**

What is expected of you in your current role?

You may like to consider the expectations being placed upon you by employers, clients, colleagues, regulators and the public, and your ethical obligations to them. Consideration can be given to your future career options and goals.

As finance accountant in a small manufacturing company I am responsible for conducting the following roles in an ethical and professional manner:

- Assisting the Financial Director with financial strategy assistance, business plans, forecasting
- Financial reporting to prepare accounts for shareholders showing a true and fair view - preparing consolidated group accounts
- Liaising with external auditors
- Management accounts reporting and analysis for Finance Director
- Keeping adequate financial records & books
- Responsibility for certain HR aspects – reporting to Finance Director
- Project management and accounting

**STEP 2 – Decide on your training and development needs**

What skills and knowledge do you need to maintain or develop to meet these expectations and what training gaps have you identified as a result? This could include personal as well as technical skills, especially if you manage others.

You are encouraged to carry out this assessment at the start of the year but this assessment is expected to be ongoing to take into account any changes in role, organisation or business environment.

You are required to keep a copy of this record for three years.
- **Up to date technical knowledge of UK accounting standards, taxation and company law and business ethics & bribery act**
- **Ability to conduct financial analysis**
- **Comprehensive understanding of accounting software, Microsoft office**
- **Knowledge of staff handbook and main employment law requirements**
- **Knowledge of project management - I am about to embark on a large IT project at the start of 2014 and would like to know more about project management**
- **Commercial awareness - changing economic and external business factors – these are tough times and I would like to do more to support FD in financial management role**
- **General management ability, personal interaction/empathy**

## STEP 3- Identifying CPD activities

How will you address your development needs? You are encouraged to use this section of the record to diary or list the CPD activities you are aiming to undertake throughout the year.

A wide range of activities can be recognised for CPD purposes and is recommended. If you can identify a meaningful learning outcome from a particular activity then it will be valid for CPD purposes.

No significant co. law changes and attended business ethics and bribery act courses last year. Therefore I intend to concentrate on:

- Attend industry conference & attend Small Business Gateway
- UK GAAP & tax updates
- Project management training
- Employment law newsletter
- Business and general media and CA magazine reading
- Self study re MS outlook

## STEP 4 – Reflect and Record

This section of the record should be used to record when you have undertaken a CPD activity. For each activity, what were the key learning points? How have you applied them? How do they address your needs listed in Step 2?

<table>
<thead>
<tr>
<th>Date added</th>
<th>Date completed</th>
<th>Activity</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2013</td>
<td>30/04/2013</td>
<td>Industry conference</td>
<td>Illustration of lean manufacturing techniques – worthwhile and increased commercial awareness</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>10/12/2013</td>
<td>Accountancy Age, CA magazine, Director magazine</td>
<td>Helped keep me technically and commercially up to date</td>
</tr>
<tr>
<td>31/3/2013</td>
<td>10/12/2013</td>
<td>Small Business Gateway – two meetings</td>
<td>Increased understanding of recession on local business</td>
</tr>
<tr>
<td>7/4/2013</td>
<td>10/12/2013</td>
<td>Law at work – employment law update e-newsletter</td>
<td>Maintain knowledge of employment law to ensure up to date with doing HR aspects of job</td>
</tr>
</tbody>
</table>

You are required to keep a copy of this record for three years.
<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09/13</td>
<td>10/09/13</td>
<td>GAAP update</td>
<td>Good course. Kept up to date with accounting and financial reporting developments.</td>
</tr>
<tr>
<td>10/10/13</td>
<td>10/11/13</td>
<td>Tax update</td>
<td>Ensured tax knowledge maintained – useful course.</td>
</tr>
<tr>
<td>30/11/13</td>
<td>06/12/13</td>
<td>Project management</td>
<td>Received in house training on use of project management software – will be very useful as I will be involved in a couple of IT projects next year.</td>
</tr>
<tr>
<td>30/11/13</td>
<td>06/12/13</td>
<td>Project management</td>
<td>Received training in project management techniques – found very useful to help plan project steps and key deliverables and key costings.</td>
</tr>
<tr>
<td>02/12/13</td>
<td>02/12/13</td>
<td>MS outlook tasks</td>
<td>Self study to improve knowledge of MS outlook tasks and improve time management and manage workload.</td>
</tr>
</tbody>
</table>

**In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?**

- Better understanding of the economic conditions, risks, and competitor analysis. How to achieve better financial management of our company in tough times.
- Importance of developing staff.
- Better project management knowledge for my upcoming IT project.
- Kept technically up to date.