

ICAEW



HOW TO BECOME A CHARTERED ACCOUNTANT

OPPORTUNITY, VARIETY AND SUCCESS FOR STUDENTS



BUSINESS WITH CONFIDENCE

[icaew.com/careers](https://www.icaew.com/careers)

ASPIRE

If you thought accountants are confined to a desk, then think again. The opportunities are endless and can take you anywhere in the world.





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SUCCEED

As a chartered accountant
your skills and experience
give you the opportunity
to succeed in any career
you choose.



Accountants have been providing financial information to organisations for hundreds of years. From calculating profit and loss, to how much tax to pay, accountants are an essential part of a successful business. Today, organisations of every size around the world depend on the skill and expertise of chartered accountants.

WHAT'S A CHARTERED ACCOUNTANT?

Whether you're an accountant, engineer or surveyor, being 'chartered' means you are recognised as being at the top of your chosen profession. It shows you have industry specific skills and experience, not just academic and theoretical knowledge.

Being a chartered accountant is so much more than just 'balancing the books'. They are respected for their understanding of complex financial information, and trusted for their strategic business advice.

WHAT'S AN ICAEW CHARTERED ACCOUNTANT?

To become an ICAEW Chartered Accountant you need to complete the ACA qualification and be accepted as a member of ICAEW.

ICAEW Chartered Accountants work at the highest levels, across all industry sectors, providing valuable financial and business advice. They are finance directors, CEOs and partners of some of the world's largest organisations.

WHO ARE WE?

ICAEW stands for The Institute of Chartered Accountants in England and Wales. Established in 1880, we are a world leader of the accountancy and finance profession. We have more than 136,000 members who work at the highest levels of business, across all industry sectors around the world.

Our professional qualifications deliver essential knowledge, skills and technical expertise in accountancy, finance and business. We ensure our members are at the forefront of their profession by maintaining and developing their skills and knowledge. We regulate professional and ethical standards, and are industry leaders in the provision of technical accounting information.

DRIVE

If you want to be respected and trusted for your strategic advice and financial expertise, become an ICAEW Chartered Accountant.





The wide range of skills and knowledge gained as an ICAEW Chartered Accountant will give you the opportunity to work in any industry you choose. These skills are relevant to a variety of roles across both the private and public sectors, specialising in accountancy, finance, and business.

PRACTICE

There are three broad categories of accountancy firms – large international firms (including the Big Four), medium-sized firms and small firms. Working in practice, you will have the opportunity to advise lots of different clients on a variety of business areas, including:

- audit and assurance
- tax
- forensic accounting
- business recovery and insolvency
- corporate finance
- business advisory.

ICAEW Chartered Accountants are always in demand and this shows in salaries at all levels. Trainees could double their starting salary by the time they qualify, and if successful can achieve a six figure salary later in their careers.

“ I can be doing a US tax return one day and meeting a client in their Mayfair town house another.

Amanda, PwC

INDUSTRY

You could be making strategic business decisions on whether to invest in a new company, launch a new product or open a new office in another country. You could work for a:

- fashion retailer
- advertising agency
- telecommunications company.

The average income of a qualified ICAEW Chartered Accountant working outside of Public Practice is £99,800 (£82,400 salary + £17,400 bonus).*

“ If you fancy running a Premier League club, and let's face it most football fans do, it's an amazingly fast paced business and very diverse. There's no such thing as a typical day at Everton and I doubt there is at any football club.

Robert, Everton FC

* Source: ICAEW Career Benchmarking Survey 2011

DARE

The ACA qualification is challenging.
That's why qualified ICAEW Chartered
Accountants are always in demand.



FINANCIAL SERVICES

You could use your skills to advise and develop other businesses. You'll be involved in saving, borrowing and investing funds, making sure they are being managed effectively. You could work for a:

- global bank
- insurance firm
- investment company.

The average income of a qualified ICAEW Chartered Accountant working in Banking and Capital Markets is £151,600 (£106,700 salary + £44,900 bonus).*

“ Due to the current economic climate the way we hedge risk is becoming increasingly more important, so the work we get involved in can be very high profile.

Alex, Barclays

NOT FOR PROFIT AND PUBLIC SECTOR

As a chartered accountant you could work for an organisation which operates for a charitable, humanitarian, or educational purpose. You will have the opportunity to make a real difference to people's lives.

You could work in a:

- university
- government department
- foundation or charity.

The average income of a qualified ICAEW Chartered Accountant working in the Public Sector is £67,000 (£65,600 salary + £1,400 bonus).*

“ The broader aspects of the ACA training, rather than the technical financial elements, were what made the move from Finance Manager to Operations Manager possible.

Sue, UNICEF

Whether you aspire to work in banking, fashion or even for your favourite football club, becoming an ICAEW Chartered Accountant will enable you to have a career that can take you anywhere.

For more information on the types of jobs you could do, go to icaew.com/careers

* Source: ICAEW Career Benchmarking Survey 2011

The ACA is a professional qualification which gives you the opportunity to learn while in full-time employment, combining technical work experience, study and exams. On completion, you can become a member, be recognised as an ICAEW Chartered Accountant and use the letters ACA after your name.

TRAINING AGREEMENT

To train for the ACA qualification you need to complete a training agreement with one of our 2,500 authorised training employers.

The training agreement is between you and your employer, and details the support you will receive while you train for the ACA qualification. The training agreement covers the required three to five years of approved ICAEW training.

The core elements of a training agreement are:



EXAMS

There are 15 modules with exams, in two stages, covering a range of topics from business and finance to law and business strategy.

TECHNICAL WORK EXPERIENCE

You need to record 450 days of relevant 'on-the-job' technical work experience during your period of approved training, which will take between three to five years.

STRUCTURED TRAINING IN ETHICS

Ethics is an essential part of being an ICAEW Chartered Accountant. You must follow a structured programme to ensure you apply ethics throughout your training. Your ethical development will cover confidentiality, integrity, objectivity and independence.

INITIAL PROFESSIONAL DEVELOPMENT

This helps you develop professionally by measuring your experience in five key areas that define a chartered accountant:

- ethics and professionalism
- personal effectiveness
- technical and functional expertise
- business awareness
- professional judgement.

ADVANCED STAGE

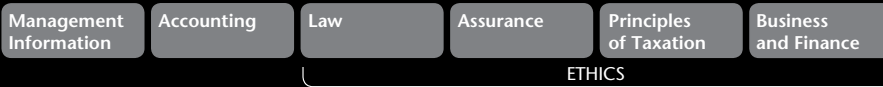


PROFESSIONAL STAGE

Application modules



Knowledge modules



Ethics, technical work experience and initial professional development are integrated throughout both stages of the ACA. This supports your business decision making and puts your learning into context.

PROFESSIONAL STAGE

You start off by completing all the professional stage exams which are split into two levels.

KNOWLEDGE LEVEL

There are six knowledge modules introducing you to the key principles of accountancy and business. Each has a 1.5 hour exam which is completed online.


APPLICATION LEVEL

There are also six application modules which are designed to build and test the knowledge that you have gained up to this level, and how you apply the knowledge in a practical way. Each has a 2.5 hour paper-based exam.

ADVANCED STAGE

It's at this stage you really focus on the technical and strategic skills needed to become an ICAEW Chartered Accountant. There are two exams and a Case Study.

The exams cover the knowledge and experience you have gained through study and on-the-job experience. The Case Study applies all of this knowledge to a real-life business scenario where you will be challenged on multiple areas of the ACA syllabus.



'For me being in the workplace and studying for the ACA, instead of going to university, has been an advantage'

Danielle

Beevers and Struthers

'The ACA has provided me with a range of accountancy and business knowledge and skills, all of which have added value in the work that I have produced.'

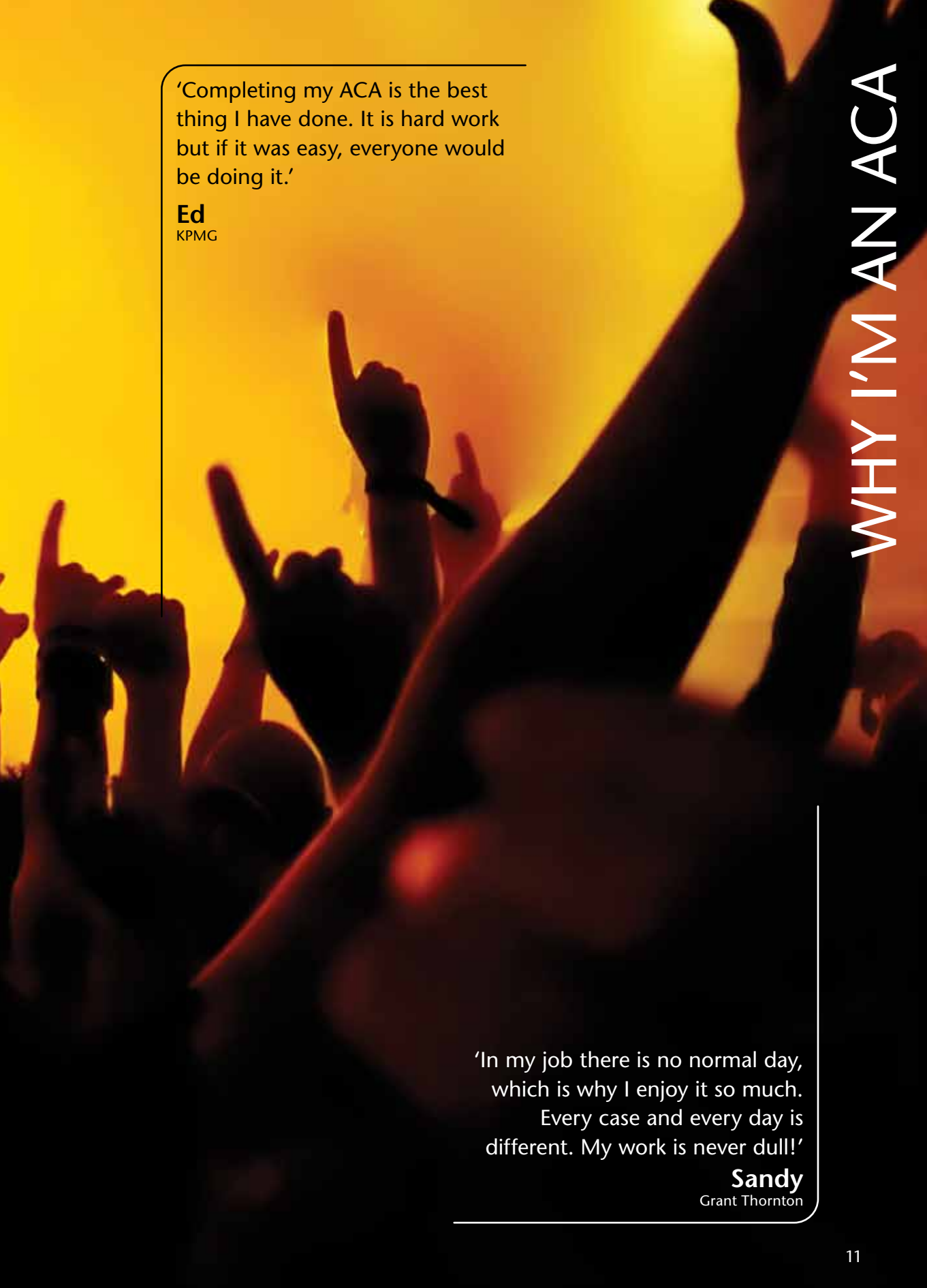
Abbie

HMRC

'My qualification has been absolutely crucial to my career progression. It's opened doors which otherwise would have been shut.'

Kenneth

Royal Scottish National Orchestra



'Completing my ACA is the best thing I have done. It is hard work but if it was easy, everyone would be doing it.'

Ed
KPMG

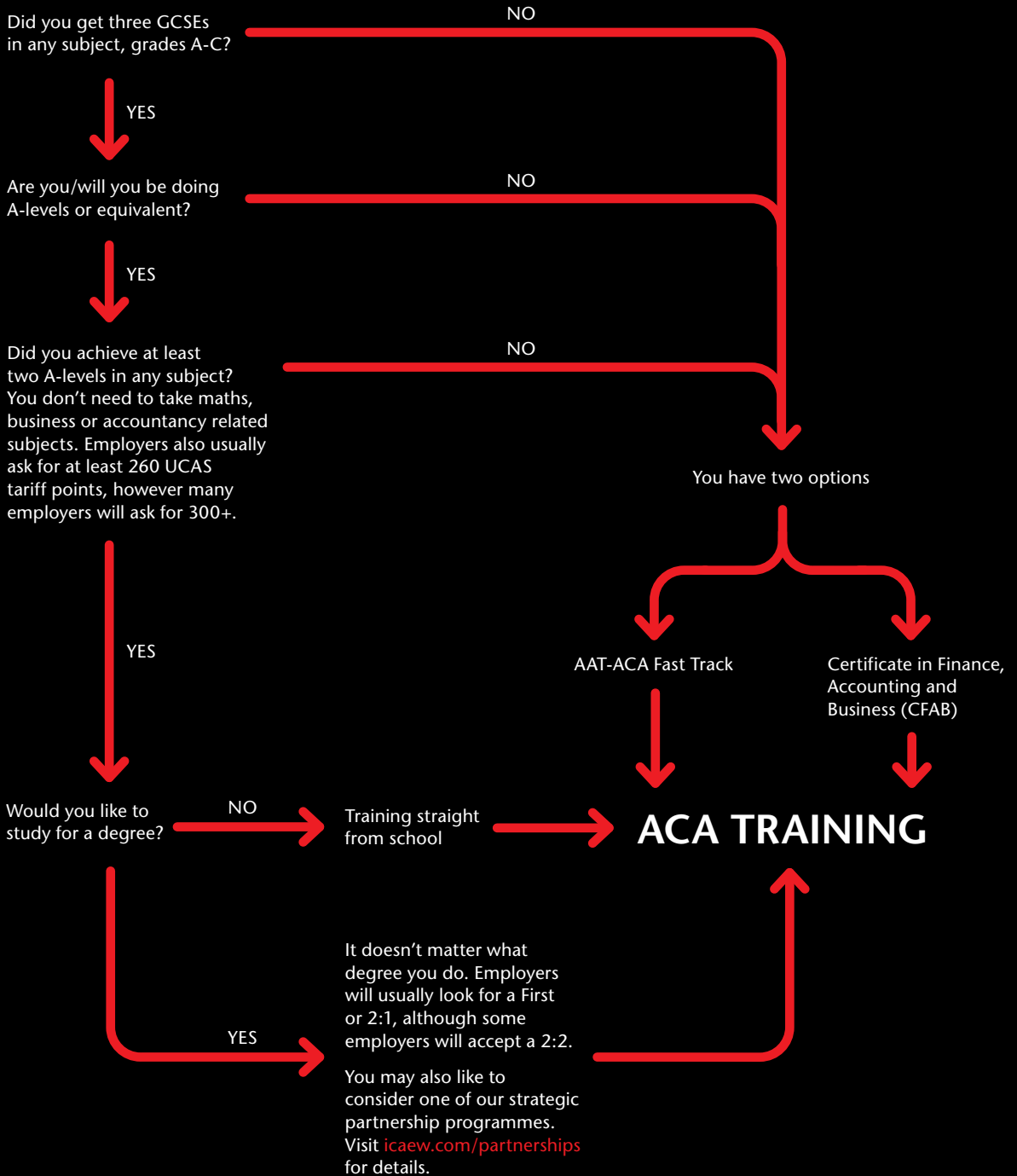
WHY I'M AN ACA

'In my job there is no normal day, which is why I enjoy it so much.

Every case and every day is different. My work is never dull!'

Sandy
Grant Thornton

There's more than one way to start the ACA qualification...



There are several ways to qualify as an ICAEW Chartered Accountant. You don't need a university degree, you can start training towards the ACA straight after completing A-levels. You can also start with the Certificate in Finance, Accounting and Business (CFAB), the AAT-ACA Fast Track or through one of our exciting new partnership programmes.

UNIVERSITY

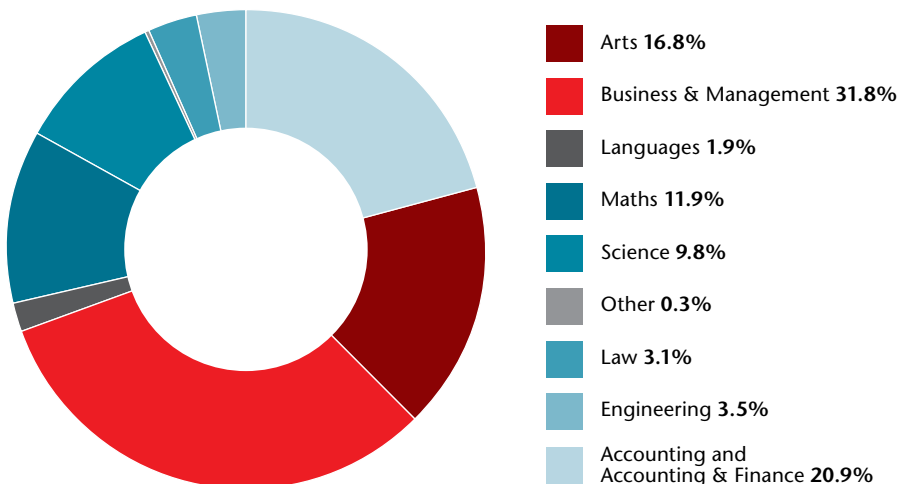
Most employers accept applications from any degree discipline, so you don't have to do a business or accountancy related degree. They generally look for graduates who have high marks in their degree, so choose a subject you enjoy and will do well at.

Training for the ACA as a graduate will usually take three years. However, if you are looking to do a business, finance or accountancy related degree there are some things for you to consider.

Credit for prior learning – we work closely with universities around the world to see which areas of the ACA are already covered in a particular degree. So, if you're considering a business, finance, accountancy or law degree you may be able to apply for credit for up to eight ACA exams. Visit icaew.com/cpl to see if your chosen degree is listed and the credits that may be available to you.

University partnerships – we have a number of partnership programmes with employers and universities designed to streamline your journey to becoming an ICAEW Chartered Accountant. You could gain valuable work experience to count towards your ACA training agreement and a number of credits towards the ACA qualification. Find out about current programmes at icaew.com/partnerships

The ACA qualification attracts graduates from a broad range of degree disciplines. Our 2010 ACA trainees studied:





REACH

If you want to reach the top of your chosen profession, choose the ACA qualification.



THE CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS (CFAB)

CFAB is a great way to start your journey to the ACA qualification. It covers six of the professional stage modules of the ACA, so will give you all the essential business knowledge you need.

There is no minimum age or entry requirement, so no matter what grades you have you can start CFAB straight away.

CFAB covers the following modules:

- Accounting
- Assurance
- Business and Finance
- Law
- Management Information
- Principles of Taxation

CFAB has a flexible learning structure. You can follow a programme of classroom tuition, distance learning or study in your own time, at your own pace. The modules are completed online and last for 1.5 hours, which means you can sit the exams at a time to suit you.

To find out more about CFAB visit [icaew.com/careers](https://www.icaew.com/careers)

AAT-ACA FAST TRACK

If you don't want to go to university, you can choose to do the AAT qualification which can lead to the ACA. We work with the Association of Accounting Technicians (AAT) to provide the opportunity to qualify as an ICAEW Chartered Accountant in as little as four years.

You can study for the AAT qualification after your GCSEs or A-levels as a full-time course at college or while you're in employment. If you are working for one of our authorised training employers, we can also count some of your work experience towards the ACA.

Because you will have an excellent grounding in accountancy skills when you have completed the AAT, you will be able to get credit for many of the ACA exams, so there will be fewer exams to sit.

To find out more about the AAT-ACA Fast Track visit [icaew.com/careers](https://www.icaew.com/careers)

TRAINING STRAIGHT FROM SCHOOL

There are an increasing number of organisations which offer ACA training opportunities straight after completing your A-levels.

School leaver programmes vary, typically it will take five years to qualify as an ICAEW Chartered Accountant. Find the latest school leaver vacancies by visiting the training vacancies area of our website.

EXPLORE

ICAEW Chartered Accountants help plan for the future, explore new markets and add value to organisations of any size, all around the world.



NEXT STEPS...

1 Choose how you're going to get there

- University
- CFAB
- AAT-ACA Fast Track
- Straight from school

2 Find an authorised training employer (ATE)

Any organisation can train you to become an ICAEW Chartered Accountant. You can train and work in practice (a firm of chartered accountants), industry, financial services, not-for-profit and the public sector.

WHAT EMPLOYERS ARE LOOKING FOR

You should expect to undergo a rigorous recruitment process – it's all part of ensuring ACA students meet the highest standards.

Employers will be considering your academic abilities, willingness to learn, commitment and motivation. They will also be looking for softer skills such as team working, oral and written communication, problem-solving and commercial awareness.

You will probably already have some experience of these through your existing work experience, or through non-academic or voluntary work. As well as a CV, it's worth preparing examples for interviews and applications, showing how your skills and experience match employers' needs.

3 Start your ACA training agreement

- Exams
- Technical work experience
- Structured training in ethics
- Initial professional development

4 Become an ICAEW Chartered Accountant

Once you have completed your training agreement, passed your exams and met the technical work experience requirements, you can become a member, be recognised as an ICAEW Chartered Accountant and use the letters ACA after your name.

TO FIND OUT MORE

- Visit [icaew.com/careers](https://www.icaew.com/careers) for information on how to train for the ACA, careers advice, tips on applications, ACA training opportunities and work experience placements.
- Register for our e-newsletter ACAdemy – email ACAdemy@icaew.com to start receiving updates and information.
- Join our  Facebook fan page – facebook.com/icaewstartingpoint



FIND OUT MORE...

Contact the student recruitment team on +44 (0)1908 248 250
or email us at careers@icaew.com

ICAEW training programmes are available in:

Bangladesh	Middle East
China	Pakistan
Cyprus	Romania
Greece	Russia
Malaysia	Singapore
Mauritius	UK

ICAEW is a professional membership organisation, supporting over 136,000 chartered accountants around the world. Through our technical knowledge, skills and expertise, we provide insight and leadership to the global accountancy and finance profession.

Our members provide financial knowledge and guidance based on the highest professional, technical and ethical standards. We develop and support individuals, organisations and communities to help them achieve long-term, sustainable economic value.


Because of us, people can do business with confidence.



ICAEW

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