



## **Record of Work Experience**



## Your Experience Record

1. This record has been prepared by Accounting Technicians Ireland to assist students and their employers in the planning and review of their experience and training.
2. It is important that you record your experience on this document on a regular basis to be agreed with your employer.
3. If you are in employment, please keep the record as and from the date of your registration as a student of Accounting Technicians Ireland. If you wish, you may include details of relevant experience prior to the commencement of your course.
4. If you are not yet in employment, please retain this record. You should start to complete it as and from the date your employment begins.
5. You should arrange with your employer(s) for this record to be completed and reviewed at least every six months. This will facilitate the planning of your experience and its regular review. Such review will enable your employer and yourself to discuss your progress, to identify any areas for improvement or further training and to plan for your continuing development. Regular performance appraisals such as these are in both your interests.
6. When you have completed your examinations and gained the necessary experience, you will be eligible to make application to become a member of Accounting Technicians Ireland. At that stage, you will be required to submit this record duly signed off by your employer, together with the relevant application form and fee.
7. Apart from its value in acting as support for your application for membership, the completed record will serve as useful and validated evidence of your experience and responsibilities. You may find it useful to include it in your personal C.V. For this reason, please ensure that you retain a copy.

**8. (a) Full-time or part-time course**

If you have followed a full-time or part-time course, your record of work experience should record as follows:

**Please Tick Appropriate Box**

- 2 years relevant work experience for those who have followed a full-time course
- 2 years relevant work experience for those who have followed a two-year part-time course

**(b) Full-time or Part-time employment**

Relevant work experience requirements are based on full-time employment. **If any element of your work experience is based on part-time employment you are required to highlight this on your record.** Failure to meet this requirement is likely to delay your application.

- 9.** Please ensure that this record is reviewed and signed by your employer(s) before submission. A record not validated in this manner cannot be accepted. **Employer(s) must validate the Classification of Experience and Detailed Job Description.**
- 10.** If your occupation does not involve working directly for an employer e.g. if you are running your own business, doing contract work etc., you should still maintain this record. In such a case, we will be glad to discuss your experience with you at the time of your application for membership.
- 11.** You may submit more than one copy of your experience record if you so wish.
- 12.** Please return the completed Record of Work Experience to Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.

***This is an Important Document***

***Failure to complete this record properly may result in your application for membership being delayed or deferred***

## Classification of Experience

### **YOUR EXPERIENCE RECORD SHOULD DETAIL THE EXPERIENCE GAINED IN THE FOLLOWING AREAS**

(Please tick areas covered and give full details on Pages 6 & 7)

#### **1. ACCOUNTANCY**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Double entry book-keeping   | <input type="checkbox"/> Petty Cash  | <input type="checkbox"/> Bank reconciliations                  |
| <input type="checkbox"/> Control accounts Journals   | <input type="checkbox"/> Personal ledgers                                    | <input type="checkbox"/> Nominal ledgers                       |
| <input type="checkbox"/> Correction of errors        | <input type="checkbox"/> Suspense accounts                                   | <input type="checkbox"/> Accruals, prepayments and adjustments |
| <input type="checkbox"/> Trial Balance               | <input type="checkbox"/> Departmental accounts                               | <input type="checkbox"/> Preparation of final accounts         |
| <input type="checkbox"/> Accounting for PAYE and VAT | <input type="checkbox"/> Liaison with auditors – internal/external           |  |
| <input type="checkbox"/> Involvement in audit work   | <input type="checkbox"/> The preparation of accounts from incomplete records |  |
| <input type="checkbox"/> Stock Control               | <input type="checkbox"/> Fixed Assets Register                               |  |
| <input type="checkbox"/> Accounts Payable            | <input type="checkbox"/> Accounts Receivable                                 | <input type="checkbox"/> Other: specify                        |

#### **2. COMPANY SECRETARIAL/ADMINISTRATION**

This area should cover general involvement in administrative work. Experience gained in areas such as:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Preparatory work relating to board and company meetings |  |   |
| <input type="checkbox"/> Preparation for and attendance at meetings              |  |   |
| <input type="checkbox"/> Employment Law: application of employment legislation   |  |   |
| <input type="checkbox"/> Training courses  | <input type="checkbox"/> Personnel matters           | <input type="checkbox"/> Preparation of reports |
| <input type="checkbox"/> Involvement in special projects                         | <input type="checkbox"/> Health & Safety Regulations |   |
| <input type="checkbox"/> Data Protection Act                                     | <input type="checkbox"/> Preparation of reports      | <input type="checkbox"/> Other: specify         |

#### **3. TAXATION**

- |  |  |
|--|--|
| <input type="checkbox"/> PAYE system   | <input type="checkbox"/> Completion of tax returns for tax office, monthly and year ends |
| <input type="checkbox"/> PRSI/NIC  | <input type="checkbox"/> Completion of tax forms for employees                           |
| <input type="checkbox"/> Schedule E – expenses allowances and benefit-in-kind  |  |
| <input type="checkbox"/> Completion of personal taxation computations  | <input type="checkbox"/> VAT returns   |
| <input type="checkbox"/> Administration of Corporation Tax, including provisions relating to assessments, appeals, payment of tax etc. | <input type="checkbox"/> Capital Gains Tax   |
|  | <input type="checkbox"/> Other: specify  |



**N.B. Please provide, in your own words, a detailed description of the duties you have ticked on Pages 3 & 4. Ensure this is signed off by your Manager.**

**YEAR 1: Record of Work Experience**

<b>EMPLOYING ORGANISATION</b>  Name of Employer and nature of business activity	<b>PERIOD</b>  From - To	<b>RELEVANT EXPERIENCE GAINED</b>  Area/Department(s) in which working, level of responsibility, to whom reporting etc. <b>DETAILED JOB DESCRIPTION</b>	<b>COMMENTS AND SIGNATURE OF MANAGER</b>  This record will <b>NOT</b> be valid if it is not signed

**Note:** If you have been in relevant employment for more than 2 years, you may note this above.

<b>Signature of Employer:</b> ..... <b>Company Name:</b> ..... <b>Title:</b> .....
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**N.B. Please provide, in your own words, a detailed description of the duties you have ticked on Pages 3 & 4. Ensure this is signed off by your Manager.**

**YEAR 2: Record of Work Experience**

<b>EMPLOYING ORGANISATION</b> Name of Employer and nature of business activity	<b>PERIOD</b> From - To	<b>RELEVANT EXPERIENCE GAINED</b> Area/Department(s) in which working, level of responsibility, to whom reporting etc. <b>DETAILED JOB DESCRIPTION</b>	<b>COMMENTS AND SIGNATURE OF MANAGER</b> This record will <b>NOT</b> be valid if it is not signed

**Note:** If you have been in relevant employment for more than 2 years, you may note this above.

<b>Signature of Employer:</b> ..... <b>Company Name:</b> ..... <b>Title:</b> .....
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