



Employee profile

Name Karen Jones
Position Senior Audit Manager
University University of Edinburgh
Degree BSc (Hons) Neurosciences

“ I work as a Senior Audit Manager in the public sector team at Scott-Moncrieff. As a Senior Audit Manager I manage the firm’s local authority external audit appointments. These appointments are re-tendered every five years and cover bodies with over £1 billion of public expenditure. As most of the team in the public sector are qualified with Chartered Institute of Public Finance Accountancy (CIPFA), I knew that this qualification would allow me to operate and be respected at the highest level.

CIPFA was a natural choice for me, because it offered a clear route to a rewarding career as an accountant, with access to the largest sector of business in Scotland. CIPFA allowed me to apply my analytical skills, gained during my degree in Neurosciences in a challenging and yet rewarding career.

The CIPFA qualification is very highly valued by all sectors of business. I completed my CIPFA traineeship with Scott-Moncrieff and this qualification has enabled me to work with a diverse range of organisations, conducting interesting and varied work, with direct relevance to public life.

Together with CIPFA, Scott-Moncrieff has supported me throughout my traineeship and beyond. By building upon the knowledge and experience gained through joint training and work experience, I have the skills, confidence and ability to be successful in my career. I certainly feel I have achieved my goals both professionally and personally.

In my day to day work I have a responsibility to ensure that public funds are used efficiently and effectively. To know that you are helping the public sector to work in this way is a very rewarding part of your job. You certainly feel that you are giving something back. ”

How to apply

CIPFA

Step 1: Complete our application form on-line, log-on to scott-moncrieff.com for more details.

Step 2: If your application form meets our criteria, you will be asked to complete online assessments. These are run in conjunction with SHL and more information can be found on their website, shldirect.com. We require candidates to complete these tests within one week of them being issued.

Step 3: Candidates who pass these tests will be invited to sit a further test at our offices called Fastrack. This assesses your ability to analyse data and solve problems.

Step 4: Candidates who pass this test will be invited to an assessment centre, which will be held in either our Glasgow or Edinburgh office. These will be held over a morning or afternoon and consist of the following elements:

- A group exercise – a maximum of 6 candidates will be given a group exercise topic on the day to discuss. No preparation is needed.
- In-tray exercise – test to assess your ability to organise and prioritise your workload.
- Competency based interview – this will be conducted by two assessors, a mixture of assessors from the HR team and the Audit team.

Step 5: Candidates successful at the assessment centres will be invited back for a second interview. Prior to this interview we require candidates to undertake a personality questionnaire. Candidates will be interviewed by a member of the Audit Team and an Audit Partner.

Step 6: Offers will be made to successful candidates.



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For more information about our Graduate Programme:

e-mail:
graduate.recruitment@scott-moncrieff.com

web:
scott-moncrieff.com

Telephone Edinburgh:
 0131 473 3500

Telephone Glasgow:
 0141 567 4500

Graduate Recruitment: Scott-Moncrieff & CIPFA

A bite-sized guide to training for the Chartered Institute of Public Finance and Accountancy (CIPFA) qualification with one of Scotland’s leading accountancy and professional service firms.

Who are Scott-Moncrieff?

Scott-Moncrieff is a leading, independent professional services firm based in Scotland and can trace its founding roots back to 1792.

To give you some historical perspective, Scott-Moncrieff was helping its clients to measure their financial performance and to calculate their taxes around the time when the industrial revolution was just getting into full swing – and a good twenty years or so before Wellington defeated Napoleon at Waterloo!

We are proud of our past, but we are not a firm that dwells on our past endeavours and successes. Through the quality of our people, Scott-Moncrieff has remained at the forefront of the accountancy profession in Scotland because we have continued to evolve to help our clients to manage and overcome the issues they are facing today, whilst anticipating the challenges they will face tomorrow.

Employing over 200 people in two offices in Scotland, and with a further 639 offices in 97 different countries through our association with Moore Stephens International, we provide our clients with a range of services, including audit and assurance, taxation, business advisory, corporate finance and business technology and consulting services.

Our teams work with a wide range of clients spanning the key sectors of Scotland's economy, from entrepreneurial start-ups to established mid-size businesses; from leading financial services organisations to multi-national plcs; and, from not-for-profit organisations and charities to local authorities, NHS Trusts, further and higher education institutions and central government agencies.

For more information on our firm and to apply go to:
scott-moncrieff.com

Why Scott-Moncrieff?

There will always be a demand for leaders in finance. Alongside CIPFA, Scott-Moncrieff provides a working environment that develops trainees into professionally qualified accountants with access to attractive and rewarding career options. As an employee and member of CIPFA you will enjoy the benefits that come with professional status: increased responsibility at corporate level, a high level of personal satisfaction and the rewards and recognition that come when working at the top of the profession.

Scott-Moncrieff is proud to have achieved the highest grading available for CIPFA accreditation, receiving an award for Best Practice Employer in May 2009. We have also achieved the highest grade for our Continual Professional Development of the public sector team, again receiving Best Practice Employer. We believe that the training and development of our employees does not stop once you have completed your CIPFA qualification. For the Firm to remain one of the leading providers to the public sector we aspire to have well trained and competent individuals.

What is CIPFA?

Established in 1885, the Chartered Institute of Public Finance and Accountancy (CIPFA) is a leading professional accountancy body and the only one designed to equip you to deal with the complexities, challenges and rigours of the modern public service environment. CIPFA are responsible for the education and training of professional accountants. A combination of practical accounting, management and business skills lie at the heart of our qualification. Uniquely among the other members of the Consultative Committee of Accountancy Bodies (CCAB), CIPFA has a responsibility for setting accounting standards. **cipfa.org.uk/corporate**

Why study with CIPFA?

On completion of your CIPFA training you will have developed a rich set of skills, knowledge and a wide range of business experience which will open up a range of possibilities for your future career with Scott-Moncrieff.

The CIPFA Course

What does the CIPFA element of my training contract involve?

Scott-Moncrieff believes the best form of graduate development is for you to experience and get involved in as wide a variety of work and client assignments as possible. As a CIPFA trainee you will work on a variety of public sector audits including local authority, NHS, central government, further and higher education audits. You will be an integral part of our public sector team from day one.

The CIPFA professional accountancy qualification covers the full range of skills that employees need to enable them to operate effectively. From skills such as costing, statutory accounts, financial accounting, treasury management, ethics and on to leadership and strategic management, the CIPFA professional qualification provides a comprehensive foundation of knowledge.

The qualification also includes information on public sector accounting procedures, external financial reporting frameworks and management reporting.

The syllabus is designed around such elements as case studies, allowing you to appreciate the importance of team working, gathering information, and the analysis and presentation of reports. These are all key elements which will assist you in achieving your career goals.

cipfa.org.uk/students/prospective/paq.cfm

How long does it take to complete the training?

On the training scheme, you will complete your studies over three years. The course is modular and comprises 3 levels – Certificate, Diploma and the Test of Professional Competence. Passes in individual modules are held for life.



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What exemptions am I entitled to?

Depending on your degree, you will be considered for exemptions from individual modules. You can check to see if your university and degree are listed on the CIPFA website and what exemptions this will entitle you to.

cipfa.org.uk/students/prospective/exemptions.cfm

What are the study methods?

Learning materials are supplemented with attendance at CIPFA Education and Training Centres (CETC). At Scott-Moncrieff we are committed to providing you with the support needed for professional exam study and career development. You will be given career counselling, mentoring and knowledge management resources to help you realise your full potential and capabilities. We will also give you advice on how to manage your work/life (and study) balance. For more information see: **cetc.org.uk**

As a CIPFA student you will have access to the CIPFA website where you can find all the learning material, interactive tests, downloadable podcasts, and more. You will also have free access to a 24-hour telephone helpline service on the CIPFA website where students can join study groups, discuss exam techniques and download study material and past exam papers. Online services such as the *Ask the Tutor* web service are also available.

Each module is assessed through a written exam. The final element of the course is the Initial Professional Development Scheme (IPDS) which is work-based experience gathered throughout your period of study.