

ASSISTANT ACCOUNTANTS PROGRAMME

		TECHNICAL			SELF DEVELOPMENT		MANAGEMENT	
Quarter	Month	Section of pendcheck/ work based learning	P&P/work based tasks	Active Training	Online/reading	Active Training	Work based	Active Training
1	May				"How to Win Friends and Influence People" book	Launch of Evoution Programme		
	June					Developing Myself - Dale Carnegie		
	July	Cash & Bank	Self audit of cash process (IA), submission of weekly cash flow forecasts for this month	Kerridge for Accountants			Prepare a delegation plan for an element of your current role and execute this	
2	Aug	Fixed Assets	Fixed asset and capex policy		"Raving Fans" book		As above (this will free your time to invest in the other elements of the Evolution programme)	
	Sep	Prepayments					As above	
	Oct	Accruals					As above	
3	Nov	Purchase ledger	Self audit of fuel process (IA) and payment process (IA)	Service Kerridge				
	Dec	Debtors (sales ledger)	Debtor policy/ opening credit accounts					
	Jan	Debtors (F&I and bonus debt)	Annual credit limit review					
4	Feb	Parts and Labour Adjustments	Attend parts stock check					
	Mar	VAT - (year end accounts focus)	Review vehicle admin and stock policies, Conduct a Vehicle admin audit with VS consultant					
	Apr	Used Vehicles (stock reconciliation)	Carry out month end vehicle stock check					
5	May	Used Vehicles (profit reconciliation)		Basic Vehicle Admin				
	Jun	New Vehicles	Demonstrate an understanding of the vehicle stocking and bonus arrangements and targets applicable to your franchise					
	Jul	Manufacturers bonus						
		Complete all required elements of the section, If already have experience of completion, coach can approve omission	Review and demonstrate understanding of policy to coach, review operation of process in dealership to confirm compliance. Work with Internal Audit team on areas where audits are in place (IA)	Demonstrate an understanding of the key elements of Kerridge required				