

CIPFA

The Chartered Institute of
Public Finance & Accountancy

creating experts

the only global professional accountancy
qualification for public services



global experts in public financial management

CIPFA (Chartered Institute of Public Finance and Accountancy) is proud to be the only accountancy body that focuses on finance within public services globally. As a result, our internationally-recognised qualifications, training and lifelong learning solutions are widely considered throughout public service organisations as standard-setting and industry-defining.

We offer a professional qualification for public service professionals and certificates and diplomas for people starting out in their careers, as well as those already working in leadership positions worldwide.

The CIPFA vision is firmly focused on the specialist and complex needs of finance professionals within the public services industry. In today's fast-paced world, it's important to move with the times, and that's just what we help you to do.

Our members are at the heart of everything we do, you'll have our full support throughout your career – from the moment you join the CIPFA network as a student to becoming a full Chartered Public Finance Accountant (CPFA).

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a member of the International Federation of Accountants (IFAC).



Established in 1885, we have a Royal Charter and our 14,000 members are entitled to use the designatory letters CPFA (Chartered Public Finance Accountant).

what is public financial management?

Managing finances is a crucial role in any organisation, but when you are making decisions with public money there is a greater responsibility to practise transparency, good governance and democratic accountability.

A career in public financial management doesn't just have the potential to change your own life – it enables you to play a central part in changing lives and securing the health and wellbeing of the whole of society. You will have an important role in ensuring that public money is raised and spent with the highest degree of openness, and that the design and delivery of critically important services cost-effectively meets the needs of individuals and society in general.



If you want to work in the public sector, CIPFA is a very good route to take and provides numerous opportunities. In today's world, gaining public sector skills and experience appeals to those who are more adventurous and commercially focused. Roles for life are a thing of the past and people move around a lot more across both public and private sectors.

Frank McCabe CPFA, Senior Auditor BBC, UK



The public sector has to adapt fast to changes in the external environment, a background in public finance can give you the skills you need to carve out an interesting and varied career.

Yukimi Carson CPFA, Director, Planning, Information and Performance, Arts Council England, UK



I'm really proud to be part of the only professional accountancy body to specialise in public services. CIPFA really are the champions of public service knowledge, this is reflected in its positive influence on UK policy. It's a fantastic resource for anyone looking to develop their career in this area.

My Professional Qualification has provided me with real, tangible skills that I'm able to apply at work, ensuring I deal with public money effectively and efficiently. My membership has given my career a big boost and opened up fantastic networking opportunities throughout the public services finance community.

Hamza Yusuf CPFA
Head of Finance,
London Borough of Hackney



why study the CIPFA professional qualification?

CIPFA is *the* global expert in public finance. We have a long and proven history of delivering real, measurable impact across public services through unrivalled specialist experience and knowledge.

Our unique public service ‘Whole System Approach’ provides a model of public finance management that outlines the necessary measures and controls to promote wise spending, tackle corruption and contribute to sustainable economic growth and long-term stability.

Whatever the level of a country’s development, its citizens will rightly keep raising their expectations of public service delivery. We provide the tools, skills and knowledge to help public finance professionals develop the necessary policies, programmes and procedures to meet those expectations.

We create global leaders in the public and private sector

In order to effectively and wisely manage future public service delivery, public sector organisations need to take a smarter, more holistic approach to commissioning by considering service providers from across both the public and private sectors. Therefore, the expertise of the CIPFA qualification is wide reaching and applicable to a breadth of industries.

We champion the performance of public services around the world. Our members lead the way in public financial management and work throughout the range of sectors and organisations where public money needs to be effectively managed.

These include:

- Central Government
- Charity
- Defence
- Education
- Environment
- Global NGOs
- Healthcare
- Local government
- Major accountancy firms
- Not for Profit
- Public audit agencies
- Transport

Public service finance professionals have responsibilities across a wide range of areas, including final accounts, audit, governance, fraud, investments, commissioning, project management, contract negotiation and management, service reconfiguration, and much more.

Public finance roles also extend into a wide range of private sector industries and are working more closely with public bodies, meaning that the public finance experience of CPFA’s is even more highly valued. As a CIPFA member you can use your qualification to transfer into the private sector – to audit firms such as Deloitte, EY, Grant Thornton, KPMG, PwC and to public service consulting and advisory businesses such as Accenture, Balfour Beatty and Capita, and many more.



Kevin Bartle CPFA
Assistant Director for
Finance and Chief Financial
Officer, London Borough
of Haringey Council, UK

I've been a member of CIPFA for 23 years, and feel really proud to belong to the world's leading accountancy body for public services. My membership has been pivotal in my career progression and achievements to date. I've made the most of CIPFA conferences and training events, and as a result I am equipped with not only the latest skills, knowledge and public services insights, but I also have invaluable access to the CIPFA network of finance professionals.

why CIPFA?

Gaining the CIPFA Professional Qualification brings a wealth of valuable knowledge, unique career progression and personal benefits.

Make a difference with the CIPFA Professional Qualification

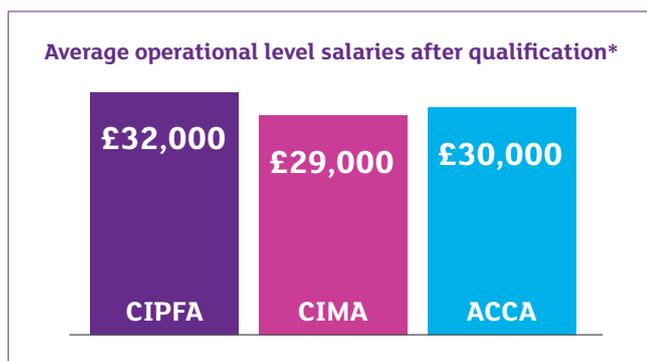
Effective public financial management, service delivery and governance have the power to transform the lives of people and communities.

We lead the way in setting financial reporting standards and influencing policy, and our specialised training and qualifications are highly respected globally.

We also recognise the landscape of public services is changing, our professional qualification reflects this by focusing on the wide range of commercial skills needed by public finance practitioners.

Gaining a CIPFA Professional Qualification will give you the skills and knowledge to make a more powerful difference in public services around the world.

Earn a competitive salary



Our members are highly qualified and well remunerated for their services. In the UK members earn from £32,000 and a local authority director of finance can be expected to earn more than £110,000 plus benefits*.

Gain skills you can transfer anywhere

By studying the CIPFA qualification, you will develop skills relevant for both public service and private sector roles. This means you can be sure you'll have the skills to progress.

Benefits of studying the CIPFA Professional Qualification

- **Enjoy better value for money** – our qualification will cost you and your employer less to complete than ACCA and CIMA.*
- **Look forward to better results** – our students earn higher final level pass rates than ACCA and CIMA.**
- **Get increased recognition** – as a CIPFA member you are entitled to use the designation CPFA – Chartered Public Finance Accountant, helping you to stand out throughout your career.
- **Be qualified in a growing market** – the biggest growth in vacancies in 2014 was amongst public sector employers (between 2007 and 2014 public sector graduate vacancies have increased by 94.4%).***
- **Job satisfaction** – 80% of our members choose to stay in the public services after qualifying.
- **Get a global qualification** – CIPFA exams take place in over 100 countries.
- **Get training tailored to your needs** – our consultation with employers ensures we provide training that is industry relevant.
- **Learn from a wealth of experience** – all our specialist teaching staff have real experience from the public and private sector.
- **Benefit from a wealth of resources** – once you become a CIPFA member you will gain access to our breadth of tools and knowledge, including discounts for Continuing Professional Development, our CIPFA network, events, masterclasses and a mentoring scheme.
- **Transferable business skills** – being a strategic manager and business partner in public services gives you the opportunity to get involved in a range of projects which affect the business across a number of disciplines.

* Source: Working in Accountancy 2014

** Source: FRC, Professional Oversight Board Key Facts and Trends 2013

*** Source: The Graduate Market 2014

Precious Akinmoju
CIPFA student
Trainee Accountant,
Home Office, UK

I joined CIPFA in 2013 and am currently taking my Professional Qualification as well as working at the Home Office. I chose CIPFA because it is the expert in public services. The syllabus is giving me a solid grasp of public service finance, and increasing my professional knowledge base and skills. As a result I feel more confident at work and can contribute more effectively.



the CIPFA professional qualification

Get recognition and gain qualification in as little as six months to three years, leading to CIPFA membership.

The CIPFA Professional Qualification is progressive in nature, which means you gain skills and recognition at each stage – you can also enter the qualification at various points, depending on your existing skills and qualifications.

It has three stages with twelve modules and studying usually takes around three years (if you're already qualified as an accountant it can take as little as six months). You'll be assessed through exams for each module, alongside the completion of a programme of relevant workplace experience. After completion of the qualification, you not only have skills to enable you to effectively lead, you'll be able to effectively contribute towards macro decisions. You'll have the knowledge and insight to innovate and improve structures and processes as an all-round strategic business partner.

Once you become a full member, you will be able to use the designatory letters CPFA after your name, and be recognised as a Chartered Public Finance Accountant (CPFA).

The CIPFA Professional Qualification comprises three levels:

- Our **Professional Certificate** focuses on the fundamentals of accounting, financial reporting and auditing. This ensures a thorough grounding in the core principles of stewardship of resources and an introduction to the key role that finance professionals play in enabling business decisions.
- During **Professional Diploma**, you'll develop the knowledge and commercial skills needed by finance professionals to be effective business partners and innovators. This will cover a wide range of disciplines including commissioning, contract management, project management, investment decisions, change management, governance, law and taxation.
- The **Strategic level** focuses on the leadership role of finance professionals in relation to public service strategy and financial management, with particular emphasis on the range of approaches to public services integration and collaboration. It builds on the array of skills and knowledge developed across the curriculum and focuses on their integrated application to practical public finance scenarios.

The Professional Qualification develops competencies that are central to the four main roles that finance professionals perform in modern organisations. The role of Steward is prominent in the modules that make up the Professional Certificate, with the roles of Enabler and Innovator and Business Partner more evident in the Professional Diploma stage. As well as technical and behavioural competences, the CIPFA Professional Qualification develops future leaders and the role of Leader is central to the Strategic stage.



entry routes into CIPFA

Qualifications for every stage of your career

CIPFA qualifications are designed to help every stage of your career – whether you’re just starting out or have several years of experience.

Our Professional Qualification is the entry route to CIPFA membership, and is suitable for those with a range of qualifications – whatever your subject (if you hold a degree in finance or accountancy, you may be granted exemptions).

We also offer comprehensive training for professionals looking to extend or enhance their existing qualifications and experience, and gain the recognition that comes with CIPFA.

Minimum requirements

- Three GCSEs, grades A–C, and two A-Levels, grades A–C, or equivalent. Scottish, Northern and Southern Ireland equivalents also accepted. Subjects must include Maths and English at either level.
- BTEC and SCOTVEC national certificates are also accepted.
- The minimum vocational requirement is NVQ/GNVQ level 3, or Scottish equivalent.
- If you do not meet the academic requirements above, you can become a CIPFA student if you are 21 or over and have over three years’ relevant work experience and the support of your employer.

If you’re a graduate

All graduates are welcome to study for our Professional Qualification. If you have a relevant finance or accountancy-related degree, you may be granted exemptions.

If you’re AAT qualified

Our Professional Qualification is the natural progression for AAT qualified career development. AAT Level 4 provides exemptions from the Professional Certificate, subject to successful completion of a transition module.

If you’re a part-qualified accountant

If you’re studying with another accountancy body, we can help you switch to CIPFA. Your existing studies should entitle you to exemptions too.

If you’re a fully qualified accountant

If you hold membership of one of a number of accountancy bodies including of ACCA, CIMA, ICAEW, ICAS or ICAI, it’s simple to become CIPFA qualified. All you need to do is sit just two papers in our fast track route.

If you’re a chartered internal auditor

If you’re a fully qualified member of the Chartered Institute of Internal Auditors (CMIIAA), you’re eligible for a fast track route to becoming CIPFA qualified – with just three papers to sit.

If you’re a senior professional

If you’re a senior finance professional but don’t currently hold a professional accountancy qualification, you can take advantage of our two year accelerated route to the CIPFA Professional Qualification.

Exemptions

AAT Level 4 Members

Exempt from ▲ (subject to conditions)

Qualified Accountants

Need to take just two modules ●

IIA Members

Only need to take three modules ★

the CIPFA syllabus



This new syllabus will be fully operational in 2016. Details of transitional arrangements are available on the CIPFA website, visit: www.cipfa.org/newpq

flexible study options with CIPFA

You choose how you want to study

We appreciate that you all lead busy lives and face different demands on your time. And when it comes to studying, we recognise that flexibility is the key.

We've designed our courses so you can complete them using the method that best suits you. You can choose from:

- Classroom-based learning
- Online learning
- Distance learning

Classroom-based learning with CIPFA

You can choose to study in a range of locations at the CIPFA Education and Training Centre (CETC).

CETC has been providing taught courses for the Professional Qualification for over 25 years. Expert tutors teach bespoke day release and revision courses, provide learning materials for all CIPFA students and a range of support for distance learners. All your learning materials are included in the course costs.

Online study with CIPFA Live Online and Kaplan Financial

If you choose to study for your qualification online, you'll watch live webinars delivered by expert tutors. The webinars operate just like a real life, interactive classroom – you can ask your tutor questions and see their response.

If you miss a lecture you can catch-up, and the Live Online Community means you can interact with fellow students and tutors outside class. Your course costs include all learning materials.

Distance learning with CIPFA and CETC

We provide a range of study materials for our distance learning students, including:

- Workbooks
- Question packs
- Revision materials

CETC also provide a range of study support options for distance learners.

In public sector recruiting, CIPFA is a benchmark – a vital differentiator in a specialist market. Your qualification gives you standing and a real advantage over your competitors. So if you want to work in the public sector, or wish to work in the private sector to serve the public sector, CIPFA is an absolute must.

Mark Lawrie CPFA, Partner, Head of Local and Regional Government, Deloitte, UK

learn relevant skills that deliver measurable results

The CIPFA qualification is the most up-to-date, relevant and informed programme for public services finance practitioners.

It delivers measurable results and gives you the skills and knowledge you need to approach current issues, such as the changing roles of public audit, public services policy and planning frameworks, and the financial challenges faced by the public sector in an informed manner.

Today, all public service organisations must carefully consider the public interest, and be seen to be responsible and transparent. With a thorough grounding in best practice for public service delivery, and specific CIPFA training in areas such as strategic decision-making, problem solving and ethical dilemmas, you'll be an experienced and sought-after addition to any team.

getting started globally

We offer the CIPFA International Public Financial Management (IPFM) qualifications, which lead to CIPFA membership, in collaboration with partners, including:

- Governments
- Supreme audit institutions
- Professional accountancy organisations
- Local training bodies
- Consultancies

You can study the CIPFA IPFM qualifications to become a member of CIPFA and get the skills and recognition you deserve wherever you are in the world. To find out more about the CIPFA IPFM qualifications visit: www.cipfa.org/internationalstudy



CIPFA is a fantastic source of quality ongoing support and guidance. Membership benefits include access to a large national network of fellow professionals, as well as online tools, including the latest opinion pieces, newsletters and virtual learning resources.

It also offers an extensive and ever-evolving CPD portfolio that reflects the latest industry thinking, hot topics and issues. As a result I feel I have my finger firmly on the pulse of public services finance, enabling me to implement the knowledge I have gained successfully and make a real impact at work.



Ranjit Solomon CPFA
Principal Accountant to the Chief Executive
London Borough of Barking and Dagenham Council, UK



why CIPFA is the preferred choice for employers

CIPFA is the preferred choice for public service organisations looking to develop a highly-motivated and skilled finance workforce.

The CIPFA Professional Qualification is a benchmark of quality, dedication and professionalism to public and private sector employers.

Why employers choose CIPFA

An increasingly wide range of organisations involved in public service delivery choose to support their employees through CIPFA training. They recognise that we provide learning excellence, relevant knowledge and great value for money through:

- Access to public sector-specific **technical resources** for their staff.
- A professional qualification that equips staff with the wide range of **technical, behavioural and commercial skills** expected of a modern public finance professional.
- **Flexible study options**, including webinars, that require less time away from the office for their staff.
- **Generous savings** on the Professional Qualification for qualified accountants or part-qualified accountants with other accountancy bodies and the Chartered Institute of Internal Auditors.
- A dedicated **employer relations** team to help recruit and develop CIPFA trainees, including extensive support for the establishment of collaborative training schemes between a number of organisations.
- An **employer accreditation scheme** to demonstrate commitment to professional development and training.
- A **workplace experience scheme** that works smoothly in conjunction with organisations' staff development and performance management processes.
- CIPFA also provide the option of an **apprenticeship scheme**, whereby we work with organisations to identify and recruit suitable candidates, whilst managing the employment and training process.

Learn and earn with a CIPFA-accredited employer

Work for a CIPFA accredited employer and you can accelerate your career – learn and gain valuable qualifications while you earn.

A CIPFA accredited employer will provide you with our approved training and support you as you study and take your exams.



Over
3,300
organisations
worldwide employ
CIPFA members
and students

CIPFA employers

Our broad range of organisations who have CIPFA employees include:





Working together for a safer London



*Empowered lives.
Resilient nations.*



Other employers include:

- Age Concern UK
- British Library
- Cabinet Office
- Capita
- Department of Education
- Her Majesty's Government
- Ipsos Mori Social Research Institute
- Job Centre Plus
- London Borough of Hackney
- Moorfields Eye Hospital
- Nursing and Midwifery Council
- Office of Fair Trading
- Ofsted
- UK Trade and Investment
- UNICEF



Working in public sector finance is challenging, varied and exciting, and CIPFA has given me a fantastic grounding. Having a qualification that focuses on public finance has given me vital skills to go further in my career than if I'd chosen an alternative qualification.

Being a CPFA has also meant I've stood out from the crowd, and I'm proud to have a qualification that represents integrity, professionalism and, above all, dedication to public finance. I've had a great career so far, and feel that I have a long way to go and a lot more to give – and having CIPFA behind me will continue to benefit both myself and future employers.



Judith Savage CPFA
Finance Partner,
Newcastle City Council, UK



next steps

Here's how you can find out more about your opportunities with CIPFA:

How to register

For more information about the CIPFA Professional Qualification – including syllabus, study support, costs and the answers to frequently asked questions visit:

www.cipfa.org/newpq

Or contact one of our Student Advisers to discuss your circumstances and requirements:

T: + 44 (0)20 7543 5656

E: students@cipfa.org

Trainee Vacancies

Many of our students apply for trainee vacancies within a range of organisations we work alongside – both public and private sector. To find out more about how you can work and study, visit: www.cipfa.org/tv

**Dependent
on study method
– costs range
from £3,303 to
£14,573***

*correct at time of print



CIPFA launched me on the career path that got me to where I am today. I ran the £7 billion building project associated with the Olympics, which was also probably the biggest regeneration scheme in Europe. So getting a CIPFA qualification doesn't mean getting a dull job, far from it. In fact the public sector in particular is full of diverse and challenging roles.

Dennis Hone CPFA, Chief Executive of The London Legacy Development Corporation, UK



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