

CIPFA

The Chartered Institute of
Public Finance & Accountancy

Certificate in Charity
Finance and Accountancy

take the leap

Professional development for charity
and social enterprise professionals

**'I don't believe any other course covers this
rapidly expanding area so comprehensively
and in such detail.'**

Natalie Bowie, Assistant, CIVITAS



What is the Certificate in Charity Finance and Accountancy?

The Certificate in Charity Finance and Accountancy (CCFA) has been designed by the Chartered Institute of Public Finance and Accountancy (CIPFA) and London South Bank University (LSBU) to enhance professional development within the charity finance sector. It is the first joint professional and academic qualification for individuals working in finance within civil society who do not yet hold a recognised finance qualification directly relevant to their vocation.

Why choose to study for the certificate?

Over recent years a climate of regulatory change has shaped the charity finance landscape imposing significant new demands on those working in civil society finance functions. The Coalition government, the Big Society and the growth in number of social enterprises in recent years are all relatively new developments. The CCFA been developed to help you adapt to these unique challenges and the specific vocational requirements of charity finance professionals

Governed by a need to educate professionals within the charity sector on the complexity of this rapidly changing environment, the syllabus has been designed to help participants cope with the implications of new regulatory measures and the increasing demands for transparency.

The qualification advances standards of professional practice by supporting individuals in driving up organisation efficiency, productivity and sustainability. The course also facilitates a specific performance standard, equipping participants with the specialist knowledge needed to inspire stakeholder confidence.

How will you benefit?

- Opportunity to gain a recognised qualification that is specific to charity finance and accredited by a respected industry body
- A foundation for the LSBU MSc in Charity Accounting and Financial Management
- The opportunity to apply for affiliate membership of CIPFA.
- Full membership of LSBU campus, offering all the benefits of student life
- Opportunity to advance your career without taking a break
- Multiple study methods permitting flexible, supported learning
- Dedicated tutor support provided by LSBU
- Best practice exposure

How will your employer benefit?

- Professionalising employee standards
- Enhanced financial management capability to support sustainability
- Improved stakeholder confidence
- Improved staff retention through training investment
- One year stand-alone qualification limiting time away from the work environment
- Opportunity to lead the way in setting new standards in charity finance
- Excellent value for money

'Recent research into the drivers of public trust and confidence in charities suggests that people place increasing emphasis on sound financial management. It is vital that charities respond to this and ensure they have strong systems of financial governance in place. Courses such as the joint CIPFA and LSBU Certificate in Charity Finance and Accountancy serve to drive up standards of accounting throughout the charity sector and we welcome their development.'

Sam Younger, Chief Executive, Charity Commission



Why should you enrol?

The CCFA provides you with specialist knowledge in the following areas - helping you bring a wealth of expertise and knowledge to your role:

Transparency and Accountability in Charity Reporting

We look in depth at the Statement of Financial Activities (SOFA) and the Trustees' Annual Report to enable charities to use them to show how they can make a difference.

A Specialist Accounting Standard

We explain the origins of the Statement of Recommended Practice (SORP) and how it goes beyond the company formats taught in generic accounting.

The Complexity of VAT for the Voluntary and Community Sector

VAT can be more complex for charities than most other enterprises; we explain the schemes and underline the importance of tax planning.

Maximising Tax-Effective Giving

We will teach you how to maximise your Gift Aid recovery and to take advantage of the latest concessions by HMRC and HM Treasury.

Commissioning Growth in Public Service Delivery

We go beyond Full Cost Recovery and learn Pricing Models to enable voluntary organisations to compete successfully in tendering exercises.

Sustainability and Managing Reserves

Maintaining the right level of Reserves can be essential. Learn teach you how to assess the level you need and how to dynamically manage and maintain that level to ensure your organisation's

Social enterprises

Social Enterprises, many of which are charities, play a major part in the delivery of public services. The certificate focuses on the function of service delivery and the functional differences throughout the course. Many of the skills gained are common to many social enterprises and will be appropriate to all those involved in delivering public services outside statutory or private bodies.

Who should enrol?

Anyone wanting more confidence in working within civil society. In order to qualify as a CCFA student applicants will need to demonstrate at least one year's relevant work experience including current employment.

'The course content has already improved my knowledge and has given me the confidence to look critically at how I do things in my role, and make changes where needed.'

Laura Russan, Finance Officer, Home-Start, Stoke-on-Trent

'As a full CIPFA Member I did not realise how little I knew about charity accounting - the CIPFA charity accounting course run by the LSBU is a great way to complete your CPD requirements and gain both valuable practical knowledge and a recognised qualification in the Charity sector.'

Paul Buzzard CPFA, ACCA

'This course provides the framework which is absolutely essential for all charity sector finance workers to efficiently and effectively carry out their duties.'

Sam Rogerson, Head of Finance, No Way Trust





Certificate in Charity Finance and Accountancy Graduation Ceremony (2010)

What is the course syllabus?

The course consists of 4 units:

Charity Finance and Accounting

- Introduce accounting principles
- Set charity accounting in the context of company accounting and accounting standards
- Introduce the concepts of reserves and funding, full cost recovery and budgeting
- Introduce the Statement of Recommended Practice (SORP) 2005 as the accounting standard for charities

Voluntary Sector Financial Management

- Financial strategy
- The funding of charities
- Risk management
- Mergers and partnership working
- Investment management
- Pensions accounting

Advanced Charity Accounting

- The work on SORP 2005 in addition to management and project accounting
- Social accounting and audit
- Advanced budgeting techniques
- Management accounting techniques and project investment
- decision-making
- Independent examination and audit
- Internal audit

Taxation of Charities

- Tax relief for charities
- The charity as employer
- VAT

What are the study and assessment methods?

The Certificate adopts a flexible learning approach designed to enable students to get the most out of the syllabus content. Students can study in one of two ways:

Fully taught

This course requires attendance at London South Bank University on Thursday afternoons and evenings. The course is delivered over two semesters from late September and ending in late May. Students should also expect to assign at least 10 hours per week to home study.

Blended learning

This approach involves an initial two to three days of face-to-face delivery introducing each unit, in addition to CD-ROMs with recordings of all London lectures, e-learning and online discussion forums.

Each unit is accompanied by online learning materials. Online discussion boards provide a unique method of support by allowing individuals to interact with other students and tutors and raise any questions that they may have. Students should expect to assign at least 15 hours per week to home study.

Blended learning will be delivered in 'hotspots' around the country that match student application numbers.

Each unit will be assessed by a mix of coursework and examination.



How long is the course?

The CCFA is a stand alone qualification of one year duration. This helps to minimise the impact of time spent away from the office. The course also provides a great foundation for students choosing to continue onto the full CIPFA Professional Qualification.

How much will the course cost?

The cost of the qualification is £2,104. This makes the course a cost effective method of obtaining financial management skills specific to the charity sector.

To enrol or for further information please contact a student advisor on 020 7543 5656 or email students@cipfa.org.uk

Quoting ref: MA0886B2

A uniquely relevant qualification

The CCFA addresses a specific need for competency in charity finance. The qualification provides a unique solution to unqualified professionals looking to progress their careers in this area.

Delivered by a dedicated team of experts in this field, the syllabus is uniquely tailored to the demands of the sector ensuring that the financial themes covered are directly relevant to this specialist and increasingly complex area.

What are the awards?

Success in this one year course leads to two awards: The opportunity to apply for affiliate membership of CIPFA with designatory letters CCFA (CIPFA) and a certificate from London South Bank University (LSBU). A valuable asset in its own right, the certificate offers an excellent basis for those who may choose to develop their expertise in the field of financial management across the sectors.

Industry support

The CCFA has gained support from a number of respected professional bodies operating within the sector, including the **Charity Finance Directors Group**, an organisation committed to promoting best practice in charity finance.

'I would definitely recommend this course to others. Having both the blended learning days and the lectures on disc gives you the flexibility to learn in your own time whilst still receiving a structured learning system.'

Sam Rogerson, Head of Finance, No Way Trust

'The coursework elements are directly applicable to your place of work. In my case I devised a new investment strategy and revised the reserves policy.'

Russell Shea, Director, Hammersmith Hospitals

'I find the lectures very interesting as they are based on a wealth of extensive and varied experience.'

Jana Davletov, Finance Manager, Camsed



CIPFA

- Established in 1885 and with more than 16,000 members, the Chartered Institute of Public Finance and Accountancy (CIPFA) is the only professional accountancy body in the UK which specialises in the public services and is dedicated to enhancing professional excellence in this area. It is responsible for the education and training of professional accountants and for their regulation through the setting and monitoring of professional standards.
- As one of the five chartered bodies, which collectively make up the Consultative Committee of Accountant Bodies (CCAB), CIPFA is at the forefront of developing and supporting the accountancy profession.
- Uniquely among the professional accountancy bodies in the UK, CIPFA has responsibility for setting accounting standards for a significant part of the economy, namely local government. It also plays a highly influential role in shaping practice in audit, financial management and governance arrangements.
- CIPFA offers attractive and rewarding career options with graduates of the professional qualification enjoying greater professional status, a high level of personal satisfaction and the rewards and recognition that come when working at the top of their profession.

cipfa.org.uk

London South Bank University

- The course brings together the collective expertise of two highly respected institutions, London South Bank University (LSBU) with its excellent reputation in higher education, already has a well established programme of qualifications in charity finance and management and is an ideal partner for developing and delivering this exciting initiative.
- LSBU has been delivering charity finance and management courses for over 20 years and its alumni are among the sector leaders.

www.lsbu.ac.uk



Registered office:

3 Robert Street, London WC2N 6RL

T: 020 7543 5600 F: 020 7543 5700

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