

# Bookkeeping Pre-Recruitment Aptitude Test

A number of our clients use our bookkeeping induction self-study course, **The Balancing Act**, as an integral part of their induction training.

This can be a really effective way of getting new staff up to speed and chargeable really quickly and without needing to tie up loads of expensive senior time providing the training.

There is a comprehensive test at the end of The Balancing Act, for which we provide the employer the answers and marking scheme, so they can assess competence against their own minimum benchmark.

They can then make a decision as to whether they think their new recruit will “cut the mustard” and be successful in their appointed role.

Some firms require their recruits to complete the programme, full time, over their first 5 to 7 days in the office; some in their own time over a 3 month probationary period. In terms of being an effective “induction” and “getting new staff up to speed” tool we feel that the shorter programme is more effective.

*Extract from our online learning platform Moodle showing one of the learning sessions:*

## Basic Bookkeeping: PART 3



Basic Bookkeeping: PART 3



TRANSCRIPT for Basic Bookkeeping: PART 3



Activity 4 Sylvia Watson Trial Balance



Activity 4 Sylvia Watson Trial Balance ANSWERS



End of Session 3 Quiz



## Introducing a Pre-recruitment Bookkeeping Test

**However**.....this still takes time and can mean that you might have to find a replacement candidate if the one you recruited didn't perform well. And by the time you do this, you have probably already turned down your 2nd choice candidate and it might be difficult to find another as it is too late in the year.

Hence, one of our clients recently asked us if we could provide a pre-recruitment bookkeeping aptitude test for a candidate that they were interviewing the following week.

What a good idea.

The answer was therefore a resounding **“Yes”!!**

We're now delighted to launch our new online **'Bookkeeping Aptitude Test'** (BAT).

The BAT aims to take the sting out of accountancy recruitment, enabling you to screen out those candidates who, with the best will in the world, are never going to make it as an accountant.

For some time we have provided pre-recruitment DISC profiling support and the BAT is a natural progression from this.



# BAT in Action

In a recent **live trial** of this new online course, the candidate submitted their Test to the accountancy firm in plenty of time for the recruiting partner to mark it prior to interview. The activity logs showed that she had worked through the course a couple of times and had been really active on it.

She was enrolled onto the BAT course on the Monday and she submitted the Test on Wednesday. She achieved over **90%** and interviewed really well. She has been offered the job and will be starting work at the beginning of April. The BAT provided lots of confidence that the candidate didn't just

**"interview well"** but had the **aptitude** for the accounting role being offered. Their first week will be spent completing The Balancing Act course, with the aim that she can become fully **chargeable** on completion of this course.

When speaking to other clients, this BAT course could be used either before the 1st interview or in between the 1st and 2nd interviews.

We have also set up separate admin access for the firm's students on The Balancing Act course so they can also **monitor** their **progress** and **activity** on this also.

**SECTION TWO**

**Task 2.1**

When posting to the General Ledger, would the following entries be debited or credited to the account? Circle the correct answer.

(a) Money received DEBIT / CREDIT

(b) Payment made to a credit supplier DEBIT / CREDIT

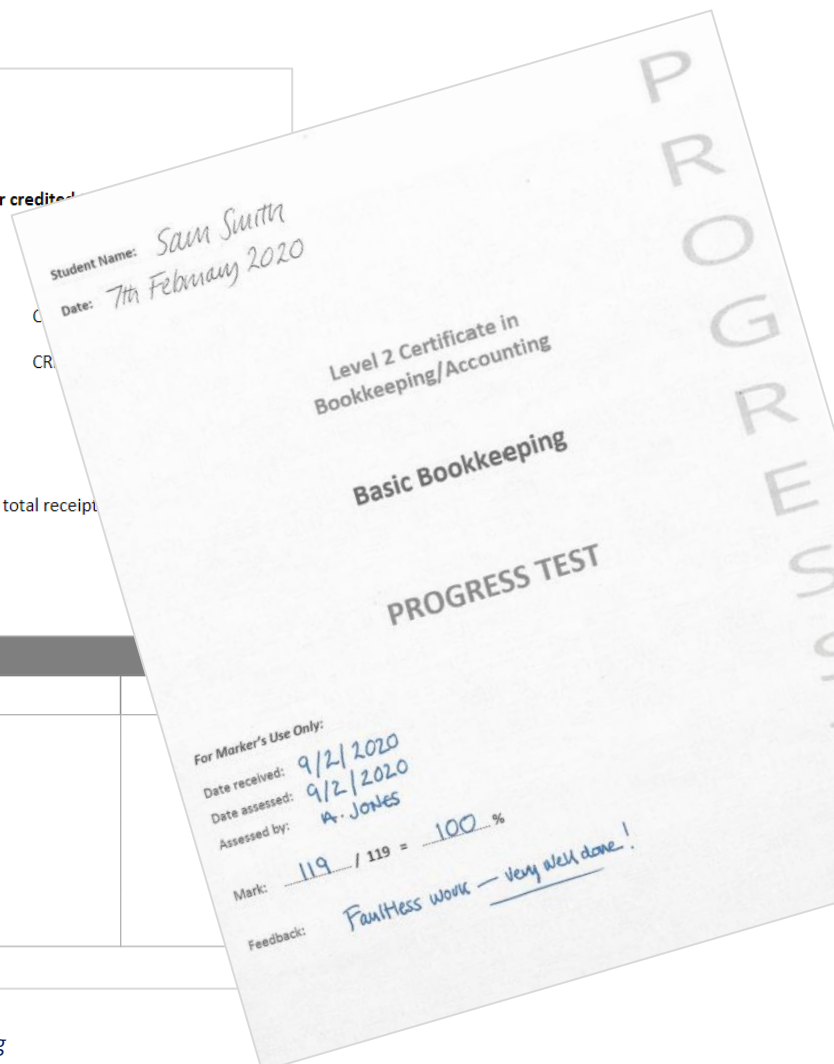
(c) Bank charges made by the bank DEBIT / CREDIT

**Task 2.2**

The opening balance on a business's Bank account is £1,367.34 overdrawn. The total receipts were £7,336.49 and the total payments for the period were £4,527.22.

Complete the T-account below. Clearly show the balance brought down.

Bank a/c		
Details	Amount £	Details



Above: final page (11 of 11) of the BAT showing two of the tasks designed to double check learning



“The Bookkeeping Aptitude Test” was really effective and a very smooth process. From start to finish it only took a few hours to set up and for the candidate to complete it. However, it gave us a lot of confidence that the decision we made as a result of the interview was backed up by some tangible evidence of the candidate’s suitability for the role being offered.

We will definitely use it again in the future as part of our routine trainee recruitment process.

**Rob Selley, Partner** A C Mole & Sons

### COSTS

- BAT
- Marking by partner:  
e.g. 15 minutes £100 per hour
- Total

**£15**  
**£25**  
**£40**  
—

### BENEFITS

- Partner interview time saving
- Avoiding partner time spent re-recruiting and re-interviewing if 1<sup>st</sup> recruit doesn’t have the aptitude
- Recruit hitting the ground running
- Happy partner

**£ Lots**  
**Priceless!**

## Pricing

Our new online Bookkeeping Aptitude Test costs just £15 + VAT per enrolled candidate in order to cover the administration involved.

However, we will refund / waive this for those who subsequently purchase The Balancing Act for the candidate or who enrol them on an Apprenticeship with us. For those Apprentices enrolling immediately after recruitment, we can incorporate The Balancing Act course as part of their Apprenticeship.

## Why us?

We are a multi award winning, accredited AAT training provider. For nearly 30 years we have worked closely with accountancy firms and industry finance departments to help them train and develop their staff. Many of our team also provide professional consultancy and practice management advice. As a result, we provide courses and training materials, such as the Bookkeeping Aptitude Test, to make the recruitment and ongoing development of your staff more effective.

## Next Steps

If you are interested in discussing how this can be best used for your own needs, please contact:

Simon Deane at [simon@accountancylearning.ac.uk](mailto:simon@accountancylearning.ac.uk) or on **01392 435349**