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
- V 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.

How the Bookkeeping Aptitude test works:



We have created a separate mini course and a pre-recruitment aptitude test, using our online Learning Management System (LMS), Moodle. It is the same system we use for our Balancing Act course. Your recruiting partner(s) is given 'admin access' to the LMS for your firm.

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You enrol your candidate onto BAT, send them a link and ask them to complete the training and submit the end of course test at least a day before the interview.

Candidates have to answer a series of questions covering the following bookkeeping areas:

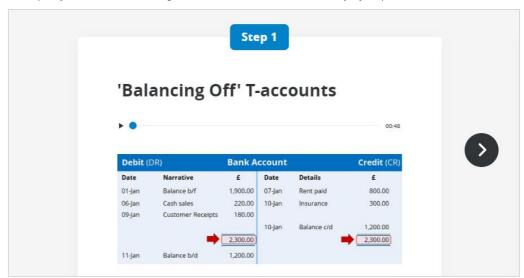
- Preparing journals for posting to the General Ledger
- Completing the postings to the General Ledger T-Accounts
- Balancing off the General Ledger Accounts and transferring the balances to the Trial Balance, balancing the Trial Balance (hopefully!!)
- Answering some questions on debits and credits
- Posting amounts to the Bank a/c in the General Ledger and balancing it off
- Answering some questions on categorisation of certain account items



The recruiting partners can view the course online and in particular the candidate's activity log, so they can see the level of activity on each part of the course the candidate has worked on. After the candidate has submitted their answers, they also have access to the answers and marking scheme to allow them to mark it.

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The BAT results can then be discussed with the candidate during the interview, before deciding whether to offer them a place or not.



Example of an interactive learning slide (with voiceover) on Moodle (all fully responsive on mobile devices)

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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.

SECT	ION TWO						
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b)	Payment made to a credit supplier		DEBIT	/	C Date: //// / Ch	scate in	6-
c)	Bank charges made by the bank		DEBIT	/	CR	Level 2 Certificate in Bookkeeping/Accounting	F
Task 2.2					weeping		
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Above: final page (11 of 11) of the BAT showing two of the tasks designed to double check learning

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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 <u>£40</u>
BENEFITS	 Partner interview time saving Avoiding partner time spent re-recruiting and re- interviewing if 1st recruit doesn't have the aptitude Recruit hitting the ground running Happy partner 	£ Lots Priceless!

Pricing

Our new online Bookkeeping Aptitude Test costs just $\pm 15 + VAT$ 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 or on 01392 435349