



BFP work experience and professional skills development

1. ETHICS AND PROFESSIONALISM

The ability to behave ethically and sustainably whilst respecting others in order to uphold the values of the organisation and the accountancy profession.

Skill	I have demonstrated	Tick
valuing diversity	I value different perspectives, respect individual differences and support fair treatment and equal opportunities for all.	
observing confidentiality	I respect and maintain confidentiality in your dealings with others. I act with sensitivity in situations when maintaining confidentiality would be in breach of the public or organisational interest.	
demonstrating integrity	I behave truthfully, honestly, and in the public interest. I take responsibility for my own actions and my own development.	

2. COMMUNICATION

The ability to communicate effectively at all levels, using oral, written and presentational skills, in order to achieve positive outcomes.

Skill	I have demonstrated	Tick
influencing	I adapt my behaviour, style, approach and means of communication towards another person to gain their commitment or agreement to a course of action. I can persuade another person to change their point of view, asserting my own position, whilst showing an understanding of theirs.	
communicating in writing	I produce emails, letters or reports that are clear, logical and well-structured and meet the needs of my intended audience.	
listening effectively	I pay attention to what other people are saying and show attentive body language. I keep an open mind when listening to others' perspectives and show empathy.	

3. TEAM WORK

The ability to work collaboratively as a member or leader of a team in order to achieve shared goals.

Skill	I have demonstrated	Tick
delivering tasks under pressure	I monitor and manage workload and resources to contribute to team objectives. I stay calm under pressure.	
valuing diverse perspectives	I am open-minded to input, feedback and suggestions from different people, including those whose views are different from mine.	
collaborating with others	I motivate others by recognising individual team members' achievements. I encourage and promote teamwork to achieve shared goals. I share knowledge and insight to achieve team goals.	
asking for help	I know when to ask for help and where to find it. I use opportunities to learn from others.	

4. DECISION-MAKING

The ability to gather, interpret and evaluate data in order to make effective decisions.

Skill	I have demonstrated	Tick
applying professional scepticism	I use a questioning mind to identify when information is biased, arguments are flawed, contradictions exist between different pieces of information, or assumptions are not justified.	
drawing conclusions	I draw conclusions based on relevant data.	
organising data	I use appropriate tools, such as spreadsheets, databases, or data analytics, to organise data to make it understandable.	
gathering relevant data	I clarify needs from others and gather appropriate data to help them make a decision. I understand the context in which decisions are being made.	

5. PROBLEM-SOLVING

The ability to analyse a problem, generate options and make recommendations in order to arrive at appropriate solutions.

Skill	I have demonstrated	Tick
prioritising	I use my initiative to evaluate and prioritise what is important, focussing on key issues and outputs.	
evaluating different options	I use analytical techniques to evaluate options and rank potential solutions, identifying associated risk and uncertainty. I show adaptability in the face of change.	
identifying problems	I define a problem by asking questions to clarify the nature of the problem and the business impact. I gather information to enable me to analyse the problem .	
supporting others to solve problems	I share my knowledge and experience with others to help them when solving problems. I learn through practical experience of a problem.	

6. ADDING VALUE

The ability to add value to the organisation, team or role in order to achieve objectives.

Skill	I have demonstrated	Tick
continued learning	I reflect on my own performance and identify ways in which I could improve. I develop specific skills or knowledge that enable me to add value to my organisation, team or role.	
exceeding expectations	I use my initiative to achieve something more than is expected. I am open-minded and adaptable in finding new or better ways of doing things that adds value to my organisation, team or role.	
showing resilience	I overcome obstacles and setbacks and continue to perform effectively when faced with pressure or adversity.	
working flexibly	I respond flexibly to changing circumstances without losing my efficiency and focus, using my initiative to get the job done and complete multiple tasks on time.	

7. TECHNICAL COMPETENCE

The ability to seek, learn and use technology and technical information in order to support the achievement of organisation or team goals.

Skill	I have demonstrated	Tick
identifying a technical issues	I identify technical issues in work assignments and use my technical knowledge and skills to resolve them.	
using technology appropriately	I employ an appropriate technological solutions to work situations, such as using a relevant office software package, data analytics application, or accounting programme.	