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**Portfolio – Accounting & Finance**

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| Student First name/s |  |
| Student Family Name / Surname |  |
| GBS ID Number |  |
| Programme title | Choose an item. |
| Cohort | Choose an item. |
| Level | Choose an item. |
| Module Number | Choose an item. |
| Component of assessment | Choose an item. |
| Campus | Choose an item. |
| Assessment Word Count submitted |  |
| Lecturer Name |  |
| Student Signature (please type your name) |  |
| Date  (Please type the date) |  |

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| **Individual Assessment**: I am signing electronically below to confirm that if this submission is an individual assessment that this is submission is all my own work, produced solely by myself and without any external/outside help with the exception of acceptable support from my lecturer.  **Group Assessment**: I am signing electronically below to confirm that if this submission is a group submission that I have made a specific contribution. In my own specific contribution I have duly acknowledged and correctly referenced the work of others where applicable.  I am aware of and understand that failure to comply with the above is a breach of the CCCU Academic Integrity Policy and will be investigated and sanctioned in accordance with the CCCU Academic Misconduct Procedures which can be read by clicking on the links below:  CCCU Academic Integrity Statement - [**CCCU Academic Integrity Policy**](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/academic-integrity.aspx)  CCCU Academic Misconduct Procedure - [**CCCU Academic Misconduct Procedures**](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/docs/Student-Academic-Misconduct-Procedures-from-Sept-2021.pdf) |

***Portfolio Contents***

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11. **Personal Statement**

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| **Personal Statement**  I have developed different work experience in the field of healthcare management in HFH Healthcare LTD for different clients. My career was continuing as self-employed for disabled patients in Kensington from 2021 July-2022 July. My education and language learning skill is effective to develop employment opportunities in the competitive market. At present I am working as a self-employed manicurist-pedicurist from July 2022. Within the next 5 years I want to see myself as a successful junior Accountant in any commercial business firm. I want to establish my career as a Finance Manager in a reputed business company to achieve growth. |

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| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 0800 | waking up | waking up | waking up | waking up | waking up | waking up | waking up |
| 0900 | breakfast | breakfast | breakfast | breakfast | breakfast | breakfast | breakfast |
| 1000 | study | study | study | study | study | study | study |
| 1100 | going out | going out | going out | going out | going out | going out | leisure |
| 1200 | working process | working process | working process | working process | working process | working process | study |
| 1300 | leisure | leisure | leisure | leisure | leisure | leisure | leisure |
| 1400 | Meeting with clients | Meeting with clients | Meeting with clients | Meeting with clients | Meeting with clients | Meeting with clients | leisure |
| 1500 | leisure | leisure | leisure | leisure | leisure | leisure | leisure |
| 1600 | break | break | break | break | break | break | break |
| 1700 | working | working | working | working | working | working | working |
| 1800 | returning back | returning back | returning back | returning back | returning back | returning back | tea break |
| 1900 | studying | studying | studying | studying | studying | studying | studying |
| 2000 | personal work | personal work | personal work | personal work | personal work | personal work | personal work |
| 2100 | going to bed | going to bed | going to bed | going to bed | going to bed | going to bed | going to bed |

1. **Typical Week Schedule**
2. **Skills Audit**

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| **Strengths** | **Weaknesses** |
| * Communication skill * Can successfully address the queries of clients | * Time management skill * Decision-making ability |
| **Opportunities** | **Threats** |
| * can expand the employment opportunity as a finance manager in any accounting firm * can understand the present market demand | * Less fluency in French and other regional languages * Less technically skilled in business |

1. **Professional Development Plan**

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| ***Continuous Professional Development Plan*** | | | | |
| **Area of Development** | **Completion Date:** | **I will achieve this by doing:** | **How will I measure my success?** | **Future Implications:** |
| **Leadership skills** | **20/12/22** | **Attending the seminars to develop leadership skill** | **My team members will be satisfied with me** | **I will be able to lead the diversified team in future** |
| **Presentation skills** | **25/12/22** | **Knowledge has to be improved in Finance and Accounting** | **My projects will be submitted timely** | **My professional skill will be enhanced** |
| **Team working skills** | **30/12/22** | **Extroversion has to be developed** | **Team will be collaborative** | **Team working skill will be developed by managing the working process effectively** |
| **Technical skill** | **30/12/22** | **Training and digital courses will have to be learnt** | **Technical learning of professional development will have to be maintained** | **Technical ability can be shown in business development and finance management** |
| **Problem-solving ability** | **31/12/22** | **Personal realisation about faults has to be developed** | **Continuous professional development can be helpful to develop problem-solving ability** | **Situations can be solved with the use of problem-solving ability** |

1. **Class Activity – Professional Code of Ethics**

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| ***CIMA Code of Ethics*** is very important to develop the professional quality and ethical values among the employees to make them effective about professional skill improvement. According to the code of ethics prescribed by CIMA the main principles to be adopted for enhancing the ethical behaviour and values among the employees are-   * ***Integrity*** refers to the development of understanding the ability of flourishing working responsibility in the professional workplace. The employees have to be self-integrated and aware about the team working spirit and encouraging mindset. * ***Objectivity*** indicates implication of specific objectives to achieve the aim in professional life. The career related objectives have to be developed. * ***Professional competence and due care*** can be an important principle for developing working effectiveness. The competency or ability has to be measured to assume the requirement of new skills. * ***Professional behaviour*** in the organisational workplace has to be shown. The reliability,self-awareness, self-management skill has to be improved to become professionally well structured (Osagioduwa and Ogbonmwan, 2022). * ***confidentiality*** can be a key principle of code of conduct in a professional workplace. The maintenance of confidentiality about working secrets, documentation and privacy of the customers has to be taken as important values of professional skill. |

1. **Curriculum Vitae**

[Your Name: Larisa-Elena]

Job Title: Finance Manager

[Phone No.:0223456981] | [Email Address:Larisa-Elenabusiness.123@gmail.com] | [Street Address, City, County, Postcode: Wembley, London, UK]

# Summary

I am passionate about whatever I am doing. The quality of working with others as a team is my strength that I can use in future as a Junior Accountant to coordinate my team. My communication ability and language proficiency has been effective to enhance the professional opportunity of establishing a strong career as a Finance Manager in a business firm. My technical skill and certification course in accounting can be helpful to retain clients satisfactorily.

# Credentials

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| Graduation in Finance and Accountancy | 2015 |
| **UK Driving License, B category** | 2020 |

# Experience

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| Self employed as a manicurist-pedicurist | from July 2022 till present |
| Self-employed career for a disabled patient in Kensington. | 2021 July to 2022 July |

# Education

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| **High School Diploma in Suceava, Romania** | **September 2009- June 2013** |

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| Graduated in Accountancy in 2015 |

# Affiliations

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| Developing career as a business floor observatory | 2015-2016 |
| employed in a business company in marketing department of a reputed company | 2015 |

# Community Service

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| **Disabled service has been offered by me in collaboration with an NGO in the UK** | 2017-2018] |

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| 1. **Job Description** |

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|  | **Job Role:** The entry-level position in an accounting firm is the designation of a junior accountant. Posting journal entries and updating finance statements are the job role of a junior accountant (Cameron, 2007).  **Competencies:** Measuring skill with strong problem-solving ability and accounting and finance conceptual framework.  **Roles and Responsibilities:** The role and responsibilities of a junior accountant is to develop finance statements, posting journal articles and monitoring financial statements. The record keeping of payroll of employees.  **Desired Skills:** Skills needed to become a junior accountant are having clear concept about management and finance, problem-solving ability and statistical data entry with analysis. The process of banking accounts handling is one of the working skill of a junior accountant.  **Benefits (Salary, Pension, Life Insurance) :** Salary from $20,000 to $30,000  Pension is offered with a life insurance scheme after one year completing the job. |

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| 1. **LinkedIn Profile** |
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1. **Job Interview Questions**

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| ***Interview Questions*** | |
| **1.** | **What are the competency skills to handle diverse clients as an accountant in our organisaton?** |
| **2.** | **What are the skills you have to convince a client to develop a business relationship with our branch?** |
| **3.** | **What are your experiences previously in the same field of work?** |
| **4.** | **How can you offer service to a weighted client and a regular client?** |
| **5.** | **What is your expectation in terms of salary and other facilities in our company?** |

1. **Reflective Learning Diary**

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| Date: | Week 1 – Lecture 1 |
| Area of Learning: | This week CIMA Code of conduct to enhance professional behaviour has been taught. Ethical principles and consideration for accountants have been discussed this week. The performance improvement process of an accountant has been taught. Improving professional development and integrity has been taught.  The requirement of code of ethics as known to me.  The use of principles by CIMA has been difficult to learn. |
| Reflection: | According to Moon’s Four levels of Reflective Writing framework I can say that my knowledge of developing code of ethics as an accountant has been started emerging. |

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| Date: | Week 2 – Lecture 2 |
| Area of Learning: | In week 2 the learning was concentrated upon how to write a personal statement for developing a curriculum vitae in future, The process of analysing personal skill audit has been taught in this week to assess personal SWOT analysis (strengths, weaknesses, opportunities and threats). The soft skill identification for an accountant in the business field has been taught.  I already know the process of writing a personal statement.  Analysing soft skills I found hard. |
| Reflection: | According to Moon’s Four level of Reflective Writing framework I have developed the understanding of presenting oneself through the identification of skills and competencies. |

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| Date: | Week 3 – Lecture 3 |
| Area of Learning: | This week the examples of different accountants and their profile has been shown. The process of writing a financial resume has been taught.  The writing of my financial resume was a little different I suppose. |
| Reflection: | According to Kolb's reflective theory I have developed a concrete operational stage to acquire the knowledge of finance. |

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| Date: | Week 4 – Lecture 4 |
| Area of Learning: | In the 4th week the analysis of developing professional skills has been taught. Personal-self management skill development process has been discussed. The reflective practice engagement has been included as a business professional. |
| Reflection: | According to the reflective framework of Moon’s Four level model, the description of analysing personal self-management skill has been learnt by me this week. The analysis of self-management skills have been important for me to assess critical thinking ability and problem-solving skill. |

**Reference List**

Cameron, S., 2007. *The business student's handbook: learning skills for study and employment*. Pearson Education.

Osagioduwa, L.O. and Ogbonmwan, E.E., 2022. Professional Accountants Codes of Ethics and the Public Sector Experience. *The Journal of Accounting and Management*, *12*(3).