

Ms. Beyhan SARAR

Student ID: 1920366

UNIVERSITY OF WALES TRINITY SAINT DAVID LONDON

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Lecturer: Mr. Saqib SHAMIM

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1.0 Introduction to Strategies and Career Development Planning

Introduction

With the background of a chartered public accountant in Turkey, I, Beyhan Sarar, am now a British Citizen, living in England and working in a full service, chartered accounting firm in London, UK. What follows is submission of my “Role Play” questions and answers for the Professional Career Development portion of Module BMSW4005, Professional Career Development Module, followed by the related 2,000-word report, inclusive of the Role Play requirement, immediately preceded by my Curriculum Vitae.

The Role Play Interview Dialog

Question 1. How has your previous experience prepared you for this role?

Answer: In my previous roles, I've worked with specialized financial management software, such as VT Transactions, SageLine50, for bookkeeping and CaseWare for the year end Accounts preparation. I was directly communicating with clients and actively working on accounts preparation and taxation. I have started taking the ACCA courses so when I have completed ACCA I will be fully licensed accountant.

Question 2. Do you have any experience with audits? Please elaborate.

Answer: I was helping the company clients' with preparing the internal and external audit reports with their company accounts.

For example, we had a client who has lots of companies which were required to have auditing so once a month I was on client's side to complete the audit duty.

Question 3. What sort of skills do you think are necessary for success in this role?

How do you demonstrate these skills in your typical day-to-day work life?

Answer: Definitely we need the computer skills to be successful in Accounting role. Computer skills like using different bookkeeping, accounts preparation and taxation software. We do need minimum level of IT skills but you can always buy IT services from outside from the IT companies so you really do not need to worry about IT skills.

I do use the bookkeeping software efficiently every day for the bookkeeping services for the clients. I use the accounts preparation software when I am preparing the year end accounts. Obviously when I need to calculate and submit clients' tax returns, I do use the taxation software.

Question 4. How do you stay up-to-date on tax laws and industry changes?

Answer: Mainly I am following HMRC website for the changes of the tax laws and Industry changes. However, I've also following some other subscriptions and industry publications, setting up news alerts, and monitoring upcoming legislation.

Question 5. Tell me about your experience developing financial reports. Which types have you completed?

Answer: I have vast experience in preparing the Balance Sheet and Profit & Loss which are the main financial reports in Accounting. I have completed the accounts up to the year-end accounts that includes completing Balance Sheet and Profit & Loss and then preparing the tax returns (Self-assessment Tax Returns and Corporation Tax Returns. In addition, I also help with clients' VAT returns.

Question 6. Why do you want to leave your last position?

Answer: I have worked with them for 5 years and gained lots of experience, they are great people but it's time for me to make a change with my career and gain more experience in a different company to improve my career.

Example CV

Beyhan Sarar
MAAT Certified Accountant
Mobile: +44 (0) 7462 53 55 99
E-mail: beyhan_sarar@hotmail.com

PROFILE

As part qualified ACCA and fully member of AAT professional I have an excellent working experience in year-end accounts, financial reports analysis and tax returns, double entry bookkeeping, managing accounts, maintaining sales and purchase ledger. As a superb communicator, I am able to develop new initiatives and effective partnerships with individuals from all nationalities and social backgrounds, including high end decision makers.

PROFESSIONAL SKILLS

- Accounting Methodologies
- Managing Ledger
- Credit Control
- Sales & Purchase Ledger
- Year-end Accounts
- Financial Reports
- Bookkeeping
- Bank Reconciliations
- Payroll - Pension
- Vat Returns
- Journal Entries
- Management
- Advanced Typist

COMPUTER SKILLS

- Sage Line50
- Sage Accounts Production
- QuickBooks
- Xero
- VT Transaction
- Money Soft - Payroll
- Sage Line50 – Payroll
- MS Office programs, Word-Excel
- Power Point
- Mavis Bacon Typing Courses
- CaseWare
- BTC Hub

PERSONAL SKILLS

- Fluent in Turkish (Native)
- Fluent in English
- Deadline led
- Time management
- Attention to details
- Good communicator
- Problem solving
- Team player
- Integrity
- Honest & Trustworthy
- Eager to progress
- Critical thinking skills

ACADEMIC QUALIFICATIONS

- University of Wales Trinity Saint David – London (2020-2021)
Certificate in Higher Education
- Antalya Trade High School – Antalya (2000-2003)

PROFESSIONAL CERTIFICATES

- AAT (Association of Accounting Technicians) - London, UK (2017 - Present)
- Winchester School of English (2003 - 2004)
- Intesol Worldwide Ltd - Tesol Certificate (2011 - 2012) (Certificate of Teaching English)

EMPLOYMENT HISTORY:

Jul 2018 – Present Chartered Certified Accountants London

Position Held: MAAT – Certified Accountant

- Preparing Year-End Accounts, Fixed Assets, Depreciation and Amortization entries, year-end journal entries.
- Bookkeeping in VT transaction (posting the purchase and sales invoices, bank reconciliation and financial reports).
- Reconciliation of Bank, purchase ledger, sales ledger, PAYE, wages, Payroll reconciliation and analysis.
- Prepared VAT returns for sole traders, partnerships and limited companies. Preparing and filing SA and CT Returns.

Aug 2013 – Jun 2018 Chartered Certified Accountants - Bexleyheath

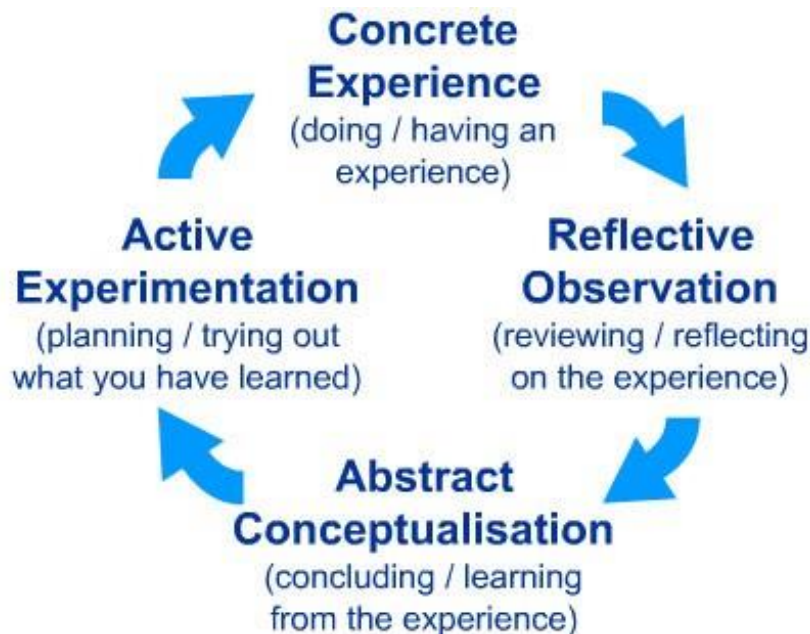
Position Held: Accounts Assistant & Bookkeeper

- Bookkeeping in excel, Sage Line 50, Sage Accounts Production. Preparing and filing VAT returns for sole traders, partnerships and Ltd companies. Helping payroll activities when needed.
- Reconciliation of Bank, purchase ledger, sales ledger, PAYE, wages, Payroll reconciliation and analysis.
- Preparing Year-End Accounts, Fixed Assets, Depreciation and Amortization entries, year-end journal entries.
- Preparing and filing Self-Assessment and Corporation Tax Return.

REFERENCES – Available on request.

2.0 The Kolb Learning Cycle

The Kolb Learning Cycle as defined by The University of Puget Sound in The United States is visually depicted by this diagram:



The university cites the four-stage learning process according to The McLeod Study from 2013 reflecting all segments of the learning cycle as defined by David A. Kolb, a US social psychologist, who conceptualized the educational learning theory bearing his name. Reflective Observation is as seen, a reviewing and reflecting on the experience just had and is important from the perspective of using that experience or experiences toward meaningful progress for the future. It is primarily the “Reflective Observation” segment of The Kolb Learning Cycle that a significant portion of this report will focus.

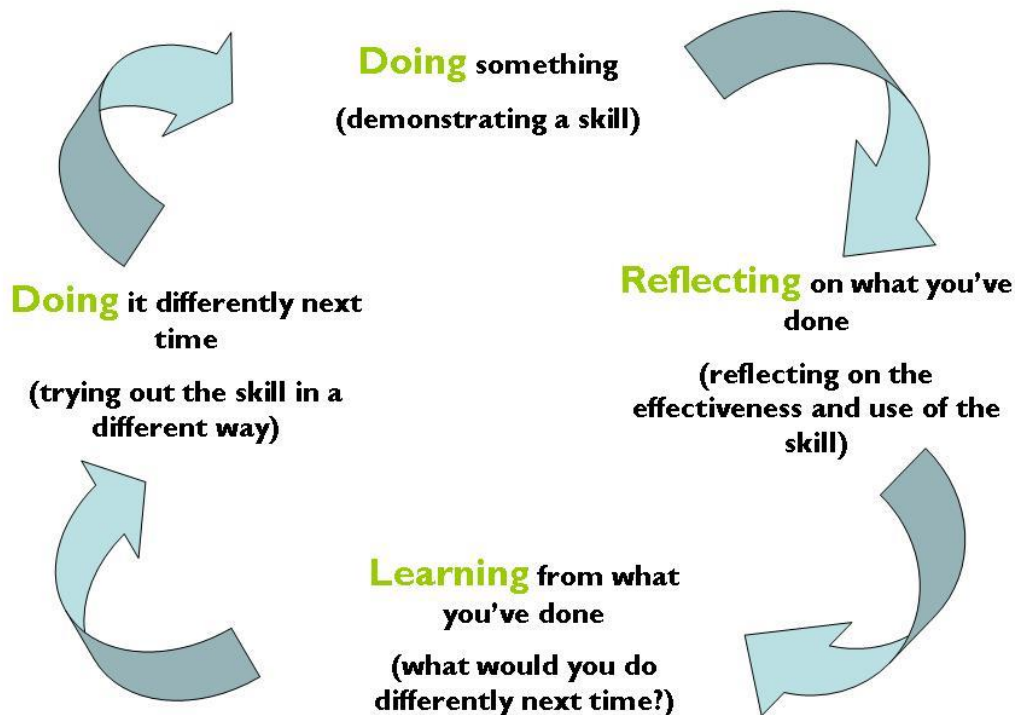
[\[www.pugetsound.edu/academics/experiential/create-experiential-learning-opportunities/available-resources/creating-critical-reflection-assignments/design-models/kolbs-learning-cycle/\]](http://www.pugetsound.edu/academics/experiential/create-experiential-learning-opportunities/available-resources/creating-critical-reflection-assignments/design-models/kolbs-learning-cycle/)

Reflective Observation of The Kolb Cycle

According to research done at Leeds Beckett University in Leeds, UK, an appropriate definition of the Reflective Observation segment of The Kolb Learning Cycle portends that one learns from their experiences in life and that from life there are four stages in which “reflection” is viewed as very important in the learning process.

The main focus of the Kolb Learning Cycle will be primarily the reflective aspects of the cycle as it relates to “The Beyhan Sarar Role Play Interview” appearing as an appendix within this report.

[\[www.leedsscp.org.uk/LSCB/media/Images/pdfs/Kolb-learning-cycle.pdf\]](http://www.leedsscp.org.uk/LSCB/media/Images/pdfs/Kolb-learning-cycle.pdf)



Reflective Observation of The Kolb Cycle of Learning Also Known as “The Reflective Model”

Dr. Nicole Brown of Social Research & Practice and Education Ltd., who references D.A. Kolb (1984), points out that Kolb’s reflective model is also referred to as “experiential learning”. What this means in simple terms is that one’s learning is derived from one’s own experiences. In order to have experience of course, as has been pointed out above is that in order to have experience, one must “do something” and it is from doing things that one learns. Dr. Brown emphasizes that it is important with reference to Reflective Observation that it is very important to well note the experience obtained, and reflect upon what has happened.

So, with Kolb’s theory for the learning cycle, and particularly in relation to the Reflective Observation segment of that theory, it is readily understood that in order to learn things of meaningful significance, one must in fact actually do something rather than just think about it; followed by thinking about what you’ve done, and determining through reflective thought whether what you’ve done worked or not. In this way it can then be concluded whether one must change the approach to achieve a different outcome, or continue as it if the results were what was desired.

[\[www.nicole-brown.co.uk/reflective-model-according-to-kolb/\]](http://www.nicole-brown.co.uk/reflective-model-according-to-kolb/)

Role Play Interview and The Reflective Observation Model

As my curriculum vitae, interview questions and answers indicate, my career choice has been that of accounting and the financial services industry, serving independent clients and accounting firms as a bookkeeper, accountant and financial consultant.

Overall, in using the tools found in Kolb's Reflective Observation steps, mainly having gained experience in accounting by actually practicing all aspects of accounting, reflecting upon what I have done, and learning from my experience and observations, I have concluded that my choice was a sound one. I have gained real world experience by working and continuing to work as an independent professional accountant and financial industry professional.

With my responses in the role play interview and in my role as an accountant, I have indicated my experience with financial industry software, my experience in auditing of financial accounts, spoke of my computer skills related to financial industry applications, and the fact that I take positive, productive steps to stay up to date with tax laws, industry changes, publications, and monitor any relevant upcoming legislation. In addition, I shared with the interviewer the fact that I have in the preparation of the Balance Sheet and Profit and Loss Statement, which is at the heart of any productive, profitable business.

AccountancyAge published Author Jeremy Chan's "Job Satisfaction Highest Among Auditors and Accountants" article in 2019, which cites a report conducted by Totaljobs and Universum that asked 16,000 workers how satisfied they were with their jobs, and found that of most vocations surveyed, UK accountants and auditors are satisfied with their jobs.

[\[www.accountancyage.com/2019/11/18/job-satisfaction-highest-among-auditors-and-accountants/\]](http://www.accountancyage.com/2019/11/18/job-satisfaction-highest-among-auditors-and-accountants/)

In reflecting upon the time I have spent becoming educated as a financial industry professional and looking back upon the concrete experience I have obtained, I have concluded for the foregoing reasons stated that my choice to prepare myself as an accountant and to actually work in the financial industry has been a correct choice.

3.0 Conceptualization and Planning

As I have stated my realization in a specific sense through reflective observation that I have made a proper choice to work as an accountant and pursue opportunities that arise that is indicated in The Role Play Interview, in a general sense I have a duty to myself to function as productively as possible through continued dedication to the cause I have defined for myself to continue working as a professional. In this aspect I therefore must continue my education in professional development to keep myself abreast of all requirements. Therefore, I will continue targeted planning to draw upon what I have learned through gaining experience by actually doing things, reflecting upon what I have done, determining what I have done rightly and wrongly, conceptualizing what must be done in the present and future and planning to accomplish the goals I must achieve for myself.

4.0 References

- “Kolb’s Learning Cycle”, University of Puget Sound, Tacoma, WA USA, Cites McLeod 2013

www.pugetsound.edu/academics/experiential/create-experiential-learning-opportunities/available-resources/creating-critical-reflection-assignments/design-models/kolbs-learning-cycle/ Accessed:16 April 2021

- “Kolb’s Cycle of Reflective Practice”, Leeds Beckett University, Leeds, UK, Cites Wannacott 2014

www.leedsscp.org.uk/LSCB/media/Images/pdfs/Kolb-learning-cycle.pdf, Accessed 16 April 2021 “Three million Brits hate their job and feel trapped, study shows” The Sun, London UK, 26 July 2020, <https://www.thesun.co.uk/news/12229562/brits-hate-job-feel-trapped-study/>; Accessed 17 April 2021

- “Reflective Model According to Kolb”, Dr. Nicole Brown, Social Research & Practice and Education Ltd., Accessed 30 April 2021

- “Job Satisfaction Highest Among Auditors and Accountants”, Jeremy Chan, Accountancy Age, UK, 18 Nov 2019,

www.accountancyage.com/2019/11/18/job-satisfaction-highest-among-auditors-and-accountants/, Accessed 01 May 2021