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# New Zealand Bookkeeper / Assistant Accountant Skills & Knowledge Test Report

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**John Smith**

Email: [john@accountests.com](mailto:john@accountests.com)

Date: 10/9/2018

**Time taken: 30:00**

Started on: 10/9/2018 10:52

Ended on: 10/9/2018 11:22

### **Introduction**

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The Bookkeeper/Assistant Accountant Test is designed for those who are working at a level below accountant, but whose job includes bookkeeping functions, using current desktop or cloud accounting packages. It is assumed a Bookkeeper/Assistant Accountant will be responsible for preparing monthly management accounts (or equivalent) and is likely to have some understanding of double entry bookkeeping. Different competency levels assessed within the test allow for the wide range of abilities and responsibilities of Bookkeepers/Assistant Accountants.

### **Waiver & Limitations**

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Accounttests reports are an indicator of Accounting and Bookkeeping knowledge and skills only. These tools work at their best in conjunction with competency based interview questions to both the candidate and their referees, personality profiles, and ability tests to reach a strong decision on whether to appoint the candidate into a role. Because successful candidate selection is based on personality and ability as well as skills and knowledge, Accounttests Ltd accepts no responsibility for selection or other decisions made using this tool and cannot be held liable for the consequences of doing so.

### **Context**

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This report is generated from the candidate's responses to 40 questions covering Processing & Journals, Accounting Concepts, Business Support and Taxation & Payroll at the level expected of competent Bookkeepers, Accounts and Finance Assistants. Questions are divided into 3 Levels of Competency based on levels set by a bookkeeping expert group.

### **Unsupervised Test Scores**

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All online tests provide an estimate of the candidate's abilities, knowledge and skills. However, they do so on the assumption that the tests were completed unassisted and under standard conditions. These conditions cannot be assured if these tests have been completed unsupervised.

For more information read the Test Administration Best Practice Guide on our website.

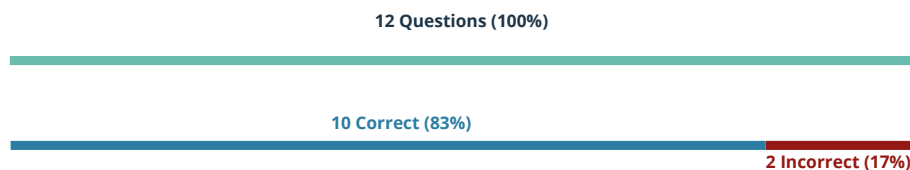
### **Content**

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1. Overall test score compared to Bookkeepers Levels of Competency
2. Test performance in Processing & Journals, Accounting Concepts, Business Support and Taxation & Payroll
3. Performance in each of the 40 Questions
4. Interpreting test scores

## John Smith Comparison to Bookkeeper Competencies.

### Level 1 – Is John Smith a Competent Processor?



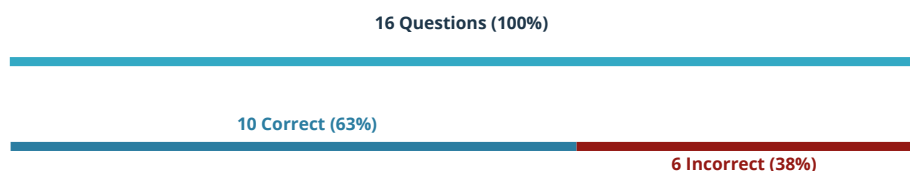
John Smith scored 83% in Level 1 competency. The benchmark to be considered competent is 70%.

If your candidate scored above 70% at Level 1, as an employer you should expect the candidate can process information into a cloud accounting system with reasonable accuracy. They can choose correct GST and PAYE treatments for straightforward transactions. They can calculate margins and discounts for sales invoices.

If John Smith has scored in excess of 70% correct on the Level 1 questions then they have the skills of a competent processor.

Unless this candidate is also competent at Level 2 you should ensure any monthly financial statements, GST returns or budgets are reviewed by a person with Level 2 competency before you rely on them. A Level 1 candidate does not have skills in double entry accounting and cannot complete journals.

### Level 2 – Is John Smith a Competent Bookkeeper / Assistant Accountant?

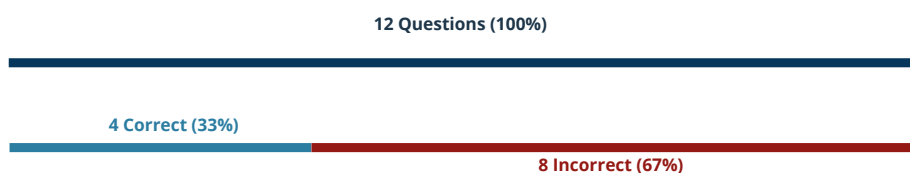


John Smith scored 63% in Level 2 competency. The benchmark to be considered competent is 70%.

If your candidate scored above 70% at Level 2, without review they should be able to complete your GST and PAYE returns. They can deal with most GST and PAYE issues, and have some knowledge of employment issues. They can complete budgets and monthly financial statements for a straightforward small or medium business. They understand double entry accounting and journal entries.

If John Smith has scored in excess of 70% correct on both the Level 1 and Level 2 questions then they have the skills of a competent bookkeeper.

### Level 3 - Is John Smith an Advanced Bookkeeper / Assistant Accountant?



John Smith scored 33% in Level 3 competency. The benchmark to be considered competent is 70%.

If your candidate scored above 70% at Level 3, they can deal with more complex issues and for larger businesses and groups of companies. They can complete monthly and annual financial statements to a high level of accuracy, and have strong skills in GST, PAYE and employment issues. These skills are likely to be at a similar level to an accountant.

If your candidate has scored in excess of 70% correct on the Level 1, 2 and 3 questions then they have the skills of an advanced bookkeeper.

**Important Note:** Questions in the assessment were reviewed by an expert group of experienced bookkeepers. The competency levels were set by the expert group using Delphi Qualitative Analysis, a recognised and statistically valid methodology. However there is an inherent variability in candidate performance in different bookkeeping skills areas, and therefore some judgement is required. Accounttests is available to assist in test interpretation.

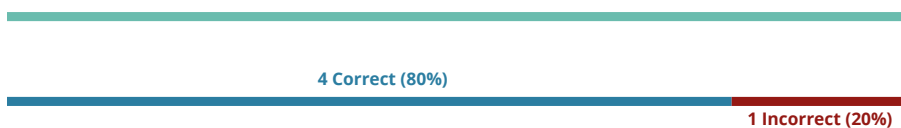
## Processing & Journals

**Processing & Journals:** how to account for or process various transactions or scenarios

### Level 1

A high proportion of correct answers at Level 1 indicates a candidate should be able to process information into a cloud or desktop accounting system with reasonable accuracy. Any monthly reports produced should be reviewed by a Level 2 bookkeeper (or an accountant) before reliance is placed on them.

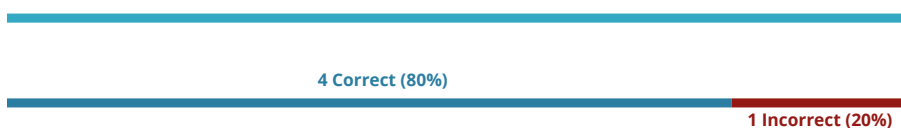
5 Questions (100%)



### Level 2

A high proportion of correct answers at Level 2 indicates a candidate should be able to complete monthly financial statements for a small or medium sized business, including double entry accounting and journal entries.

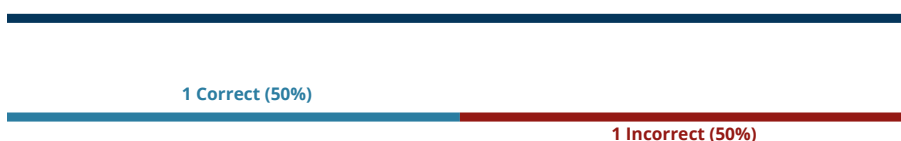
5 Questions (100%)



### Level 3

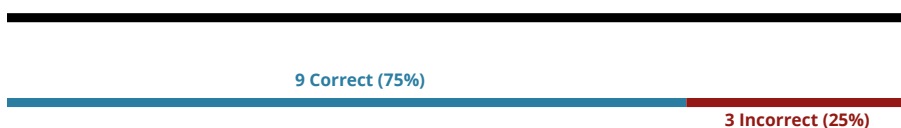
A high proportion of correct answers at Level 3 indicates a candidate should be able to complete monthly or annual financial statements (without income tax planning) for small to larger businesses to a high level of accuracy. Skills similar to an accountant.

2 Questions (100%)



### All Levels

12 Questions (100%)



## Accounting Concepts

**Accounting Concepts:** how to deal with concepts such as equity, depreciation and asset funding options, using practical examples from work situations

### Level 2

A high proportion of correct answers at Level 2 indicates a candidate demonstrates some understanding of accounting terminology and concepts.

3 Questions (100%)



### Level 3

A high proportion of correct answers at Level 3 indicates a candidate demonstrates a good level of understanding of accounting terminology and concepts. Skills similar to an accountant.

3 Questions (100%)



### All Levels

6 Questions (100%)



There are no Level 1 questions in this section as candidates operating only at Level 1 will be unlikely to be able to demonstrate an understanding of accounting terminology or concepts.

## Business Support

**Business Support:** questions a business owner might ask a Bookkeeper/Assistant Accountant as part of their role e.g. margins, budgets and pricing, as well as considering where to look when results don't appear correct

### Level 1

A high proportion of correct answers at Level 1 indicates a candidate should be able to provide basic levels of support - for example calculating margins or customer discounts.

2 Questions (100%)

2 Correct (100%)

### Level 2

A high proportion of correct answers at Level 2 indicates a candidate should be able to understand financial information produced and provide some interpretation.

2 Questions (100%)

1 Correct (50%)

1 Incorrect (50%)

### Level 3

A high proportion of correct answers at Level 3 indicates a candidate should be able to provide good interpretation of financial results achieved. Skills similar to an accountant.

2 Questions (100%)

2 Incorrect (100%)

### All Levels

6 Questions (100%)

3 Correct (50%)

3 Incorrect (50%)

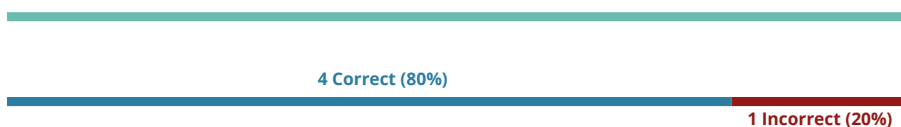
## Taxation & Payroll

**Taxation & Payroll:** skills for those involved in business taxation compliance, both direct and indirect taxes at an appropriate level for Bookkeepers/Assistant Accountants

### Level 1

A high proportion of correct answers at Level 1 indicates a candidate should be able to choose correct GST and PAYE treatments for straightforward transactions. Any GST returns produced should be reviewed by a Level 2 bookkeeper (or an accountant).

5 Questions (100%)



### Level 2

A high proportion of correct answers at Level 2 indicates a candidate should be able to complete GST and PAYE returns without further review and have some knowledge of payroll related employment issues.

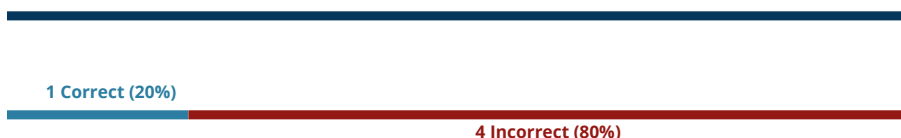
6 Questions (100%)



### Level 3

A high proportion of correct answers at Level 3 indicates a candidate should have strong skills in PAYE, GST and payroll related employment issues. Skills similar to an accountant.

5 Questions (100%)



### All Levels

16 Questions (100%)



### Performance in each of the individual questions

1	Where to code a transaction #1	Processing & Journals	Level 1	✓
2	Fixing a processing error	Processing & Journals	Level 1	✓
3	How to handle a customer overpayment	Processing & Journals	Level 1	✗
4	Where to code a transaction #2	Processing & Journals	Level 1	✓
5	Where to code a transaction #3	Processing & Journals	Level 1	✓
6	Correctly classify an account	Processing & Journals	Level 2	✓
7	Should an account be a Dr or Cr	Processing & Journals	Level 2	✓
8	Dealing with a once a year invoice	Processing & Journals	Level 2	✓
9	How to process a deferred payment	Processing & Journals	Level 2	✗
10	Journal entry to spread an expense	Processing & Journals	Level 2	✓
11	Journal entry required for a provision	Processing & Journals	Level 3	✓
12	Journal entry required for an accrual	Processing & Journals	Level 3	✗
13	What is the gross profit?	Accounting Concepts	Level 2	✓
14	Dealing with customer deposits	Accounting Concepts	Level 2	✗
15	Reconciliation of balances	Accounting Concepts	Level 2	✓
16	Calculate owners equity	Accounting Concepts	Level 3	✓
17	Calculate depreciation	Accounting Concepts	Level 3	✓
18	Inventory valuation methods	Accounting Concepts	Level 3	✗
19	Calculate a discount	Business Support	Level 1	✓
20	Calculate a selling price	Business Support	Level 1	✓

 Correct
  Incorrect
  Omitted



21	Identify sales variances to budget	Business Support	Level 2	✗
22	Reasons for lower gross margin	Business Support	Level 2	✓
23	Calculate gross margin	Business Support	Level 3	✗
24	Calculate working capital	Business Support	Level 3	✗
25	GST return basis	Taxation & Payroll	Level 1	✓
26	Calculate GST portion	Taxation & Payroll	Level 1	✓
27	GST status of a sale transaction	Taxation & Payroll	Level 1	✗
28	What costs incur GST	Taxation & Payroll	Level 1	✓
29	GST invoice requirements	Taxation & Payroll	Level 1	✓
30	PAYE tax codes	Taxation & Payroll	Level 2	✓
31	Kiwisaver contribution calculation	Taxation & Payroll	Level 2	✓
32	When to claim GST	Taxation & Payroll	Level 2	✓
33	Motor vehicle private use issues	Taxation & Payroll	Level 2	✗
34	Kiwisaver contribution options	Taxation & Payroll	Level 2	✗
35	Pay rates in certain circumstances	Taxation & Payroll	Level 2	✗
36	Tax on employee benefits	Taxation & Payroll	Level 3	✗
37	GST on imports	Taxation & Payroll	Level 3	✗
38	Employee vs contractor	Taxation & Payroll	Level 3	✓
39	ACC levies	Taxation & Payroll	Level 3	✗
40	FBT on employee benefit	Taxation & Payroll	Level 3	✗



Correct



Incorrect



Omitted

### **Interpreting Test Scores**

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The following information provides a guide on how to interpret the results of a candidates test.

#### **Overall Scores**

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An overview of test performance at each level provides a summary of how many questions your candidate completed in the allocated time of 30 minutes, how many they got correct, incorrect and the number of questions omitted.

We have deliberately not included a summary of the candidate performance across the whole test as this does not add to understanding of their competency at any particular Level.

#### **Omitted Questions**

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Attention should be paid to the number of questions omitted. Because the test is timed, questions are omitted where a candidate chooses to skip a question and also where they run out of time.

To determine whether your candidate ran out of time, look at the cover page to see the time they took to complete the test. If the time is 30:00, then the candidate was still working on the test when their time expired.

### **Bookkeeping Topics**

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For each of the four Bookkeeping Topics in this test, you can see the number of questions the candidate answered correctly, incorrectly and questions omitted.

Each topic is broken down into Level 1, Level 2 and Level 3 questions to identify the skill and knowledge level your candidate possesses in that topic. A description of likely capabilities at each level is also provided.

Interpreting your candidate's performance against each topic is achieved by looking where their number of incorrect questions increases. In an Accounting Concepts example, a candidate with a very high number of correct Level 1 Questions, half of the Level 2 Questions correct and none of the Level 3 Questions correct is likely to be able to work competently at Level 1 only.

#### **Individual Questions**

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The most detailed level of the report lists all 40 questions topics, whether they were answered correctly, incorrectly or omitted, allowing selection panels to drill down to explore particular elements of bookkeeping most important to their organisation, and their candidate's performance against each of those questions.