



## CPD RECORD: FINANCE DIRECTOR EXAMPLE

As part of your Annual Return, ICAS ask you to self-certify that you have met your CPD requirements for that year through undertaking 'The ICAS Professional Development Process'. This process is something that you will probably be doing to some extent anyway, either mentally or as part of your organisation's annual performance review process.

If selected for monitoring purposes, you will be asked to send in your CPD record for review by ICAS. Your CPD record can be in any format but we recommend this pro-forma CPD planning and recording document to help you plan your CPD activities and record your progression through ICAS' Professional Development Process. A copy of this document is also available from the ICAS website [here](#)

### Personal Details

Full Name <i>Mr Director</i>	Membership ID <i>MXXXXX</i>
CPD YEAR : 2025	

### STEP 1- Define current and future role(s)

What is expected of you in your current role?

You may like to consider the expectations being placed upon you by employers, clients, colleagues, regulators and the public, and your ethical obligations to them. Consideration can be given to your future career options and goals.

*As Group FD of a group of companies, I am responsible for*

- *Financial management of the group*
- *Corporate governance*
- *Strategic and operational decision making*
- *Treasury function including bank debt financing, investment management and restructuring*
- *Business continuity planning*
- *Risk management*
- *Reporting to Audit Committee, liaising with external and internal auditors*
- *Overall responsibility for group financial reporting although operationally delegated to finance team*
- *Financial analysis of management information (operational delegated to management accounts team)*
- *Company secretarial duties*

*You are required to keep a copy of this record for three years.*

## STEP 2 – Decide on your training and development needs

What skills and knowledge do you need to maintain or develop to meet these expectations and what training gaps have you identified as a result? This could include personal as well as technical skills, especially if you manage others.

You are encouraged to carry out this assessment at the start of the year but this assessment is expected to be ongoing to take into account any changes in role, organisation or business environment.

- *Technical knowledge of UK accounting standards, taxation, company law, other legislative & corporate governance requirements*
- *Understanding of changing economic and external business factors & competitor knowledge*
- *Understanding the key risks and identifying controls/mitigation*
- *This year we are dealing with various acquisitions so financial reporting implications, due diligence work & tax advice re this*
- *High level commercial awareness*
- *Goal determination and objective focus*
- *Banking and asset financing understanding*
- *Financial analysis and decision making*

## STEP 3- Identifying CPD activities

How will you address your development needs? You are encouraged to use this section of the record to diary or list the CPD activities you are aiming to undertake throughout the year.

A wide range of activities can be recognised for CPD purposes and is recommended. If you can identify a meaningful learning outcome from a particular activity then it will be valid for CPD purposes

- *Attend various technical updates aimed at FDs by professional accountancy firms*
- *Industry press/general business media*
- *Business risk consultant meeting with other directors*
- *Meetings with corporate finance experts and professional firm re acquisitions*
- *Banking and asset financing courses/meetings*

## STEP 4 – Reflect and Record

This section of the record should be used to record when you have undertaken a CPD activity.

For each activity, what were the key learning points? How have you applied them? How do they address your needs listed in Step 2?

<i>Date added</i>	<i>Date completed</i>	<i>Activity</i>	<i>Outcome</i>
5/1/25	5/1/25	Meeting with risk management consultant to kick off risk management project	This was an excellent in house session which assisted directors to identify key risks and controls. Included business continuity planning.
7/1/2025	10/12/2025	CA magazine, Director magazine,	Kept up to date technically
7/1/2025	10/12/2025	Industry press/business media	Daily reading to ensure keep up to date with industry
			developments. I also regularly check competitor websites
7/1/2025	2/2/2025	Financial reporting update for FDs run by accountancy firm	Good course – gave me key technical update pitched at my level
7/1/2025	10/12/2025	Ethics training on ICAS website including reading ethics code and ethical case studies	Challenged my thinking about ethics and pressures that we may face in business
7/4/2025	7/4/2025	Budget update for FDs run by professional accountancy firm	Gave me good understanding of budget & tax changes
9/5/2025	9/5/2025	Speaker at Corporate Governance seminar	Gave speech on corporate governance – required research and looking up technical requirements before talk
10/5/2025	20/11/25	Various meetings with corporate finance team of accountancy firm and with tax accountants on various acquisitions	This helped develop my knowledge of conducting due diligence process and of group financial reporting and taxation implications
7/1/2025	10/12/2025	Retail banking seminar on bank funding & various bank and asset finance meetings	The combination of the seminar and various meetings with bankers has increased my knowledge of bank and asset financing and getting the right deal



**In summary**, what were the most important things you learned last year? What were the tangible outcomes of these for your business?

*Better understanding of risk identification and management – this has assisted me in my dealings with the Audit Committee and internal and external auditors*

*I learned a lot about acquisition due diligence, group tax planning and group reporting Kept technically up to date*

*Involved in bank restructuring with professional advisers – I learned a lot about getting the best banking deal for the group in this current economic climate*