CPD RECORD: FRACTIONAL CFO 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 *Mrs F Director*	**Membership ID** *MXXXXX*
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.
I have Practising Certificate from ICAS and work as a fractional CFO for a number of fintech and tech scale ups. ***As a fractional CFO I am responsible for*** • ***Financial management and systems implementation*** • ***Financial strategic planning*** • ***Cash flow and profitability modelling and liaising with banks and investors where needed*** • ***Review of management information prepared by management accounts team*** • ***Providing insights to management and meeting with them regularly so they know where the business is in relation to their strategic goals***

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 have 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.

- ***Need to have an updated knowledge of UK accounting standards, taxation, company law, other legislative & corporate governance requirements***
- ***Understanding of changing economic and external business factors in the sectors I work in and the impact these have on the companies I work with***
- ***Understanding of the objectives, risks, policies of each company so that I can provide the strategic financial leadership***
- ***Understand the financial systems and the finance teams in place in each company***
- ***Understanding banking, asset financing and other financing options***

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 CFOs by professional accountancy firms***
- ***Read industry press/general business media***
- ***Attend board meetings with executives of the companies I work with to understand the financial goals and requirements to meet these***
- ***Banking and asset financing meetings to understand funding and investment opportunities***
- ***Attend CFO course***
- ***Webinar to understand the potential and limitations of AI in the finance team***

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?

Courses:

CFO course (online course throughout the year)

Useful course to help me deliver financial strategy with impact and to build my network, learning from others.

Webinars:

Jan and Dec 2025: Budget updates

Necessary to understand the impact of any changes and to be able to talk about these with clients and implement any necessary updates

Sep and Dec 2025: AI in business

Helpful in understanding further the potential ways AI can help in the finance team but also understand the current limitations. Useful when thinking of own role but also how can it be implemented in clients in a productive and ethical way.

25 November 2025: Anti Money Laundering Update (Webinar)

Good refresher on the requirements and what to look out for especially when taking on a new client and what to consider when working with clients in the industries I work in.

Meetings:

Attended quarterly board meetings as well as other regular meetings with leadership in the companies I work with. I also met with banks and funding providers. This helped me stay up to date with any changes in the businesses, focus on their strategic financial goals and ensure that any potential cash flow risks were mitigated.

Other:

I read daily business news and articles, monthly CA magazine, listened to business and executive leadership podcasts. These helped me stay aware of the economic and external business factors that may impact on the industries I work in.

Ethics:

I read the updated ethics code on the website and read some of the ethical case studies. I also watched webinars on ethics in business and using AI ethically.

In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?
My main learning has been around improving my leadership qualities and how to balance the different financial needs of the companies I work with.