

Sample Review Engagement and Taxation Path

Competency Mapping Job Aid

		COMPETENCIES						
		Performance Measurement and Reporting	Assurance	Taxation	Governance, Strategy and Risk Management	Management Decision-Making	Finance	
Ensure the responsibilities increase in complexity and responsibility as the student progresses throughout the career path	Year 1							
	Tasks	During the first 6 months of experience at the firm, the CA student will prepare basic compilations. The student will progress to more challenging compilations by the end of the year.	Develops reliable information Accounts for the entity's transactions, including non-routine transactions Prepares or reviews financial statements and accompanying notes					
		The CA student will assist in the preparation of review engagements.	Develops/evaluates accounting policies Prepares or reviews financial statements and accompanying notes	Designs a workplan and assurance procedures Executes and evaluates the results of the workplan (IT or other)				
		The CA student will assist in basic record keeping for clients	Develops reliable information Accounts for the entity's transactions, including non-routine transactions					
		The CA student will assist in the preparation of personal tax returns			Prepares and files personal or corporate tax returns			
	Year 2							
	Tasks	The CA student is expected to prepare simple review engagements (from planning to completion) with limited assistance.	Develops reliable information Develops/evaluates accounting policies Accounts for the entity's transactions, including non-routine transactions Prepares or reviews financial statements and accompanying notes Explains financial statement results and balances to stakeholders. Maintains awareness of emerging financial reporting topics.	Analyzes, evaluates and advises on assurance needs (external or internal) Considers issues related to accepting an assignment Evaluates the implications of key risks for the assignment Designs a workplan and assurance procedures Executes and evaluates the results of the workplan (IT or other) Draws conclusions and drafts a report Participates in a meeting with stakeholders		Identifies and evaluates opportunities and risks within an entity Identifies the factors that impact the entity's financial strategies	Participates in the identification of the entity's key performance indicators	Analyzes the entity's financial situation
		The CA student will assist in the preparation of personal tax returns			Prepares and files personal or corporate tax returns Identifies and advises on compliance and filing requirements Prepares information to file personal tax returns, respond to assessments, file objections or appeals Identifies personal or corporate tax planning opportunities			
		The CA student would assist clients by setting up a process to capture financial reporting information and then prepare financial statements.	Develops (or evaluates) reporting processes to support the financial reporting infrastructure			Evaluates the entity's performance measurement strategy.	Participates in the identification of the key information needs of an entity.	
	Year 3							
	Tasks	The CA student is expected to prepare a complex review engagement file (from planning to completion) with limited assistance.	Develops reliable information Develops/evaluates accounting policies Accounts for the entity's transactions, including non-routine transactions Prepares or reviews financial statements and accompanying notes Explains financial statement results and balances to stakeholders. Maintains awareness of emerging financial reporting topics.	Analyzes, evaluates and advises on assurance needs (external or internal) Considers issues related to accepting an assignment Evaluates the implications of key risks for the assignment Executes and evaluates the results of the workplan (IT or other) Draws conclusions and drafts a report	Prepares or reviews the entity's taxation provisions and related financial reporting	Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out. Identifies and evaluates opportunities and risks within an entity Identifies the factors that impact the entity's financial strategies	Participates in the identification of the entity's key performance indicators	Analyzes the entity's financial situation Develops or analyzes business plans or financial proposals
		The CA student will aid in the preparation of corporate tax returns			Prepares and files personal or corporate tax returns Identifies personal or corporate tax planning opportunities Prepares information to file corporate tax returns, respond to assessments, file objections or appeals.			
		The CA student will analyze the financial reporting structure of the client and recommend changes to the system to improve financial reporting.	Analyzes financial reporting needs and establishes the necessary systems (internal, external financial and non-financial)			Evaluates the entity's performance measurement strategy.	Participates in the identification of the key information needs of an entity.	Establishes or evaluates financial objectives