

Bookkeeper

Skills and Knowledge Test

REPORT

Michelle Garcia

Time Taken:	02:24
Started:	04/25/2024 08:00 EST
Finished:	04/25/2024 08:04 EST

BOOKKEEPER TEST REPORT

Introduction

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.

Context

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.

Waiver and Limitations

Accountests 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, Accountests Ltd accepts no responsibility for selection or other decisions made using this tool and cannot be held liable for the consequences of doing so.

Test Proctoring Reports

All tests are proctored and will produce a report, available at the completion of the test. You can access these proctoring reports by logging in to the testing platform and selecting the 'Manage Remote Proctoring' tile. For more information on proctoring see our [website](#).

Content

- 1 Overall test score compared to a 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

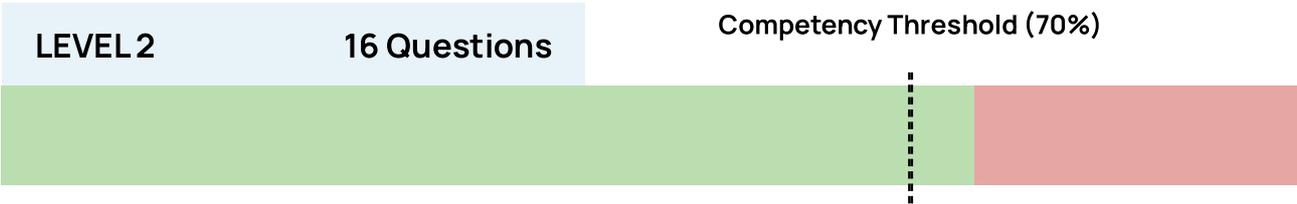
TEST RESULT – COMPETENCY COMPARISON



Michelle Garcia scored 92% in Level 1 competency

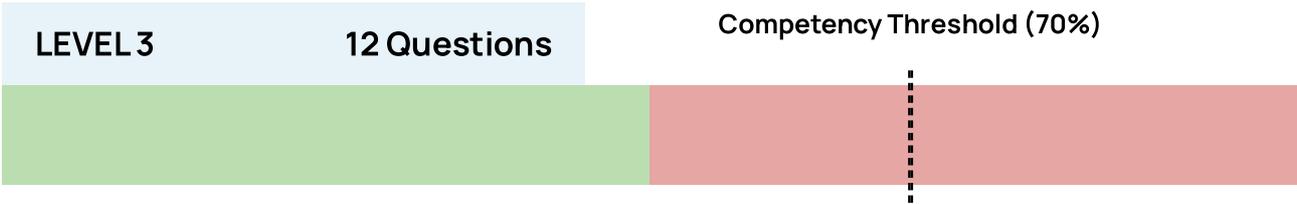
As an employer you should expect the candidate can process information into a desktop or cloud accounting system with reasonable accuracy. They can choose correct GST and PAYE treatments for straightforward transactions. They can calculate margins and discounts for sales invoices.

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.



Michelle Garcia scored 75% in Level 2 competency

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.



Michelle Garcia scored 50% in Level 3 competency

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.

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. Accountests is available to assist in test interpretation. -

ANALYSIS BY TOPIC

Journals & Processing

TOTAL SCORE SUMMARY



LEVEL 1

5 Questions (100%)



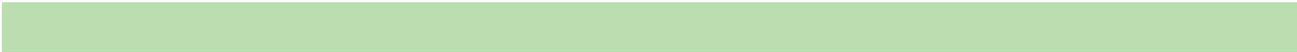
5 Correct (100%)

0 Incorrect (0%)

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.

LEVEL 2

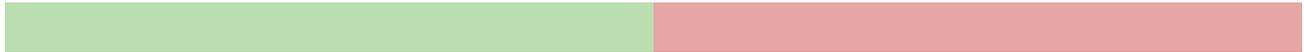
5 Questions (100%)



5 Correct (100%)

0 Incorrect (0%)

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.

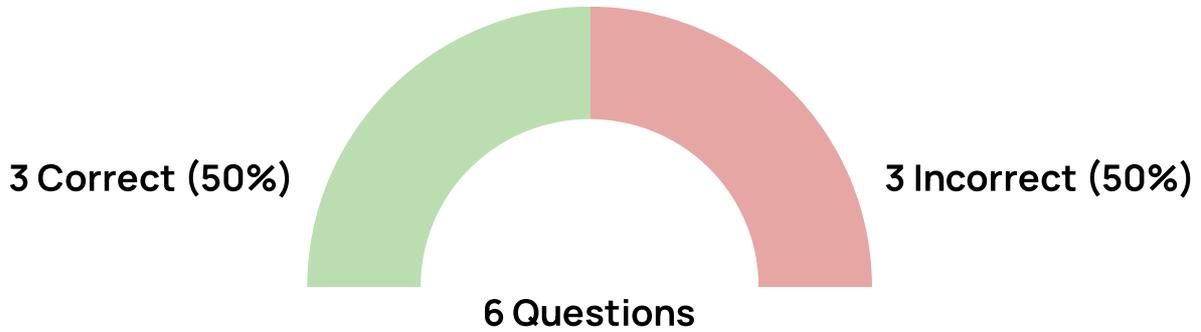
LEVEL 3**2 Questions (100%)****1 Correct (50%)****1 Incorrect (50%)**

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.

ANALYSIS BY TOPIC

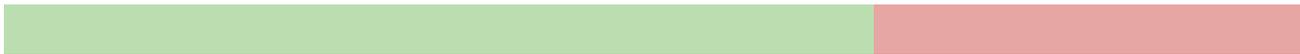
Accounting Concepts

TOTAL SCORE SUMMARY



LEVEL 2

3 Questions (100%)



2 Correct (67%)

1 Incorrect (33%)

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

LEVEL 3

3 Questions (100%)



1 Correct (33%)

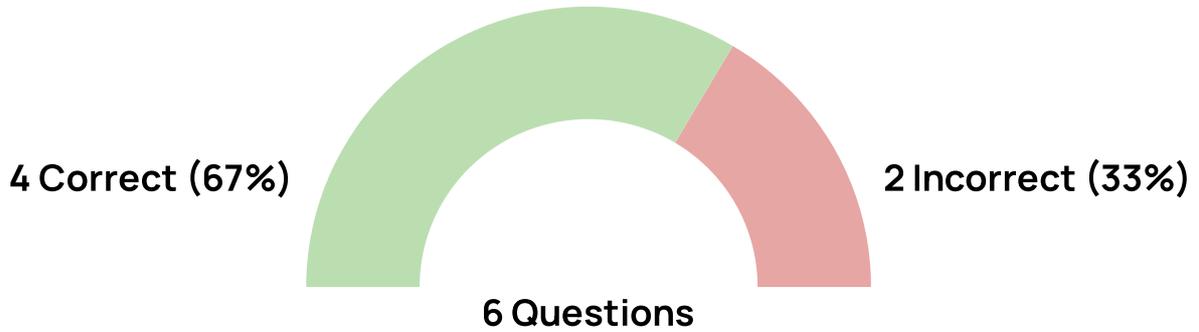
2 Incorrect (67%)

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.

ANALYSIS BY TOPIC

Business Support

TOTAL SCORE SUMMARY

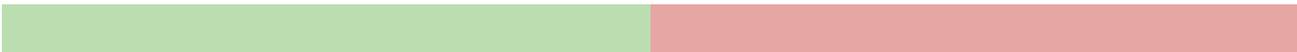


LEVEL 1 2 Questions (100%)



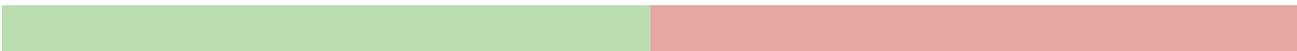
2 Correct (100%) **0 Incorrect (0%)**
 A high proportion of correct answers at Level 1 indicates a candidate should be able to provide basic levels of support - for example calculating margins or customer discounts.

LEVEL 2 2 Questions (100%)



1 Correct (50%) **1 Incorrect (50%)**
 A high proportion of correct answers at Level 2 indicates a candidate should be able to understand financial information produced and provide some interpretation.

LEVEL 3 2 Questions (100%)

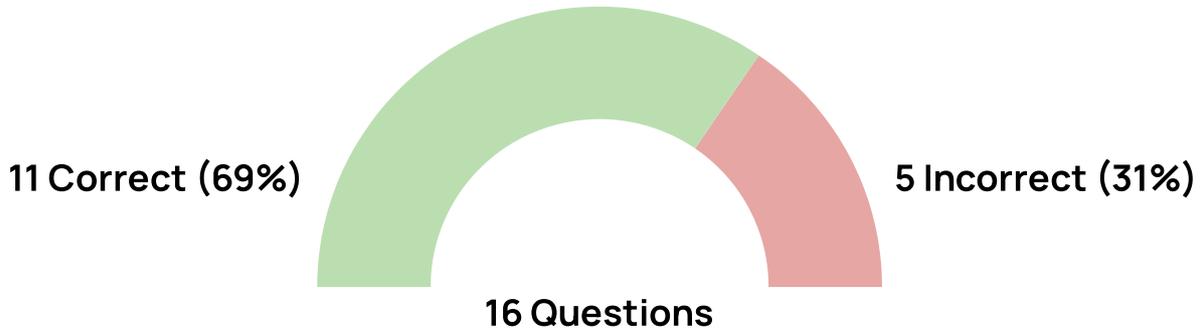


1 Correct (50%) **1 Incorrect (50%)**
 A high proportion of correct answers at Level 3 indicates a candidate should be able to provide good interpretation of financial results achieved. Skills similar to an accountant.

ANALYSIS BY TOPIC

Taxation & Payroll

TOTAL SCORE SUMMARY



LEVEL 1

5 Questions (100%)



4 Correct (80%)

1 Incorrect (20%)

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

LEVEL 2

6 Questions (100%)



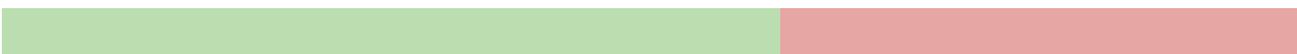
4 Correct (67%)

2 Incorrect (33%)

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

LEVEL 3

5 Questions (100%)



3 Correct (60%)

2 Incorrect (40%)

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

RESULTS OVERVIEW

correct =  incorrect =  omitted = 

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

RESULTS OVERVIEW

correct =  incorrect =  omitted = 

Q#	Question Detail	Topic	Difficulty	A
21	Identify sales variances to budget	Business Support	Intermediate	
22	Reasons for lower gross margin	Business Support	Intermediate	
23	Calculate gross margin	Business Support	Advanced	
24	Calculate working capital	Business Support	Advanced	
25	GST return basis	Taxation & Payroll	Basic	
26	Calculate GST portion	Taxation & Payroll	Basic	
27	GST status of a sale transaction	Taxation & Payroll	Basic	
28	What costs incur GST	Taxation & Payroll	Basic	
29	GST invoice requirements	Taxation & Payroll	Basic	
30	Medicare levy rates	Taxation & Payroll	Intermediate	
31	Superannuation contributions	Taxation & Payroll	Intermediate	
32	When to claim GST	Taxation & Payroll	Intermediate	
33	Motor vehicle private use issues	Taxation & Payroll	Intermediate	
34	PAYG payments	Taxation & Payroll	Intermediate	
35	Pay rates in certain circumstances	Taxation & Payroll	Intermediate	
36	Tax on employee benefits	Taxation & Payroll	Advanced	
37	GST on imports	Taxation & Payroll	Advanced	
38	Employee vs contractor	Taxation & Payroll	Advanced	
39	Timing of GST liability	Taxation & Payroll	Advanced	
40	GST on hire purchase	Taxation & Payroll	Advanced	

INTERPRETING RESULTS

Interpreting Test Scores

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

Overall Scores

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

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

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 a Business Support 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.

Individual Questions

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.

FURTHER SUPPORT

For further support in interpreting this report, visit the Accountests website

www.accountests.com

or send us an email to

help@accountests.com