

Corso di Lingua Inglese EFPP

# Accounting

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Accounting

# Accounting

the backbone of any organization

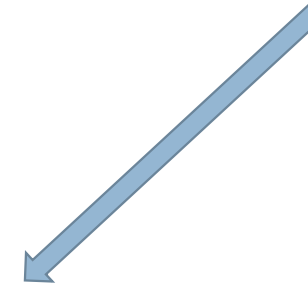
offers attractive careers

Accountancy



accounts team

minimize tax payment  
delay payments (earn interest)  
report financial data



management accountant

supervises clerks' job  
finalizes the accounts  
prepares the annual financial statements

sales ledger clerks / purchase ledger clerks

record the financial information  
from the company's transactions



payroll clerk

process staff salaries and tax

# Accounting

When deciding on a future career a lot of people don't give **accountancy** a second thought. Most people don't realize how varied the world of **accounting** is and in fact it is often seen as boring. The truth is that accounting is the **backbone** of any organization and offers a wide number of attractive **careers** within it.

Below you will hear about just some of the more common careers in the field of accountancy.

When we consider the **accounts team** within a company, we generally think about clerks, both **sales ledger clerks** and **purchase ledger clerks** recording the financial information from all **transactions** the company makes. Other roles include the **payroll clerk** responsible for processing **staff salaries** and the tax which occurs from them. Higher up the hierarchy we have the **management accountant** who finalizes the **accounts** and prepares the **annual financial statements**. The people doing these jobs make sure that the directors or owners of the company always know its true financial position.

**Ledger clerk: someone whose job is to add and check information relating to a company's accounts in a ledger**

# Accounting

the backbone of any organization

offers attractive careers

(1)

## Small accounting practices

accounts staff

Senior accountant

Chartered accountant

bookkeepers

signs financial statements

meets clients

fill in loan applications

# Accounting

However, accounting is more than just reporting financial data. A good **accounts team** actually works to save the company money by **minimizing the tax payable** and **delaying payments** so companies can **earn interest** from their banks.

These **job roles** are not so clear in smaller **accounting practices**, where the **accounting staff** often need to perform various tasks from **meeting clients** to helping with **loan applications**. Often the majority of the work in these smaller practices is done by **bookkeepers**. Generally, the owner of the practice is the most **senior accountant** and is usually a **chartered accountant**, which means that their signature is accepted on the **financial statements**.

The job opportunities for accountants don't stop there: **auditors** are the police of the accounting world and when they are called into a company it is their job to ensure that the accounts were done in the correct way and that everything was accounted for. The most feared of these auditors are the **government auditors** who are sent to companies suspected of somehow breaking the rules. Working as an auditor is very different from other accountancy work as there is no routine; you work in many locations and have contact with many people. Besides, you should be **thick-skinned** as often the accounting staff in companies do not like the idea of being audited.

# Accounting

attractive  
careers

(2)

**Auditors** → the police of the accounting world

**government auditors** → the most feared

you should be **thick-skinned**

the **accounting staff** in companies do not like the idea of **being audited**.

# Accounting

## PASSIVE FORMS

**Auditors** are called into a company.

Their job is to ensure that the accounts **were done** in the correct way and that everything **was accounted for**.

The **accounting staff** in companies do not like the idea of **being audited**.

# Passive

We use the passive voice:

- to focus on the object or on the action in the sentence.
- not to mention who or what does the action (for ex., it's not known, it's obvious or we don't want to say)
- so that we can start a sentence with the most important or most logical information
- in more formal or scientific writing.

**Auditors are called** into a company.

**My bike was stolen.**

We make the passive using the verb **be** + **past participle**.  
We start the sentence with the object.

How we make  
the passive

Avatar	was	<i>directed by James Cameron.</i>
↓	↓	↓
Object	+ <i>be</i> +	past participle

<i>My flight</i>	<i>is</i>	<i>cancelled.</i>
↓	↓	↓
Object	+ <i>be</i> +	past participle

TENSE	EXAMPLE	STRUCTURE
<b>Present simple</b>	<i>Alioli is made from oil, garlic and salt.</i>	<i>is/are + past participle</i>
<b>Present continuous</b>	<i>The hall is being painted this week.</i>	<i>is/are being + past participle</i>
<b>Past simple</b>	<i>John F. Kennedy was assassinated in 1963.</i>	<i>was/were + past participle</i>
<b>Past continuous</b>	<i>The signs were being put up last week.</i>	<i>was/were being + past participle</i>
<b>Present perfect</b>	<i>Oranges have been grown here for centuries.</i>	<i>has/have been + past participle</i>
<b>Past perfect</b>	<i>When he got home, he found that his flat had been burgled.</i>	<i>had been + past participle</i>
<b>Future simple</b>	<i>The work will be finished next week.</i>	<i>will be + past participle</i>

1. All our lamps \_\_\_\_ from original 1950s designs.

- a) produce
- b) is produced
- c) are produced

2. Mistakes \_\_\_\_, but we're working on a solution now.

- a) have been make
- b) are been made
- c) have been made

3. Someone \_\_\_\_ my wallet and left it at reception.

- a) had found
- b) had been found
- c) was found

4. My phone \_\_\_\_ last week, so I didn't get your message until today.

- a) was being fixed
- b) was been fix
- c) was fixing

5. A lot of time \_\_\_\_ on pointless meetings in this company.

- a) wastes
- b) is wasted
- c) is waste

6. Your application \_\_\_\_ by the end of the month.

- a) will be review
- b) will be reviewed
- c) will review

# Accounting

**Career progression** within accountancy often results from a **specialist knowledge** in a particular area, **tax advisors** are able to help their clients **lower** their **tax bill** thanks to their **in-depth knowledge of taxation law** and specifically what a client can **off-set** against tax.

As you can see the world of accountancy offers various careers, but in all of these areas there are some **qualities** that a potential accountant should have. Firstly, as accounting is the process of collecting and classifying financial data all accountants need to be **perfectionists** unwilling to accept anything less than an exact result. Also, as accountants deal with large volumes of data they need to have a **good eye for detail** and a **real love of numbers**.

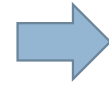
A **talented accountant** will also be able to **advise** their clients on the best **course of action to take** so as to **save money** and at the same time **stay within the local accounting standards**.

# Accounting

the process of  
collecting and  
classifying  
financial data

(3)

**Tax advisors**



in-depth knowledge of taxation law



**qualities**

be perfectionists

have a good eye for detail

have a real love of numbers

price confidentiality



**A talented accountant**



advise their clients on  
the best **course of action to take** so as to **save money** and at  
the same time **stay within the local accounting standards**

# Accounting

Accountants have to follow very **strict rules** and **codes of conduct** in order to make sure that they do everything in a legal way. If an accountant breaks these rules they could **face severe punishment**, but some accountants practice **creative accounting** to get around rules without breaking them. **Confidentiality** is obligatory for all people working with accounts as the financial data could be very **sensitive**.

Whether working in the public or private sector, accountants can expect to earn very good salaries and also **gain valuable knowledge** on topics like **income tax**, **value added tax (VAT)** and **pension schemes** which can help them in their life outside of work. What's more, as accounting is such an important part of a company's success there will always be a demand for good accountants.

After reading this text I hope that you will appreciate the complexity and the variety of accounting and the value accountants serve in an organization. So the next time you hear someone say that accounting is **dull**, please correct them. Accounting is about truth and money, and there is nothing dull about that!

# Accounting

## Discussion Questions

- Why do you think accounting is seen as boring?
- Which of the jobs mentioned would be most interesting for you?
- Why is it so important for accountants to be ethical?

## Choose the best word or phrase to complete each of the sentences.

### REVIEW QUESTIONS

- 1b** 1 CIMA, ACCA and ICAEW are all accounting \_\_\_\_\_.  
a) professions    b) institutes    c) rules    d) policies
- 2c** 2 The Financial Services Authority is the financial \_\_\_\_\_ of all providers of financial services in the UK.  
a) institute    b) training centre    c) regulator    d) court
- 3a** 3 An \_\_\_\_\_ is something owned by a company which has the power to make money.  
a) asset    b) auditor    c) account    d) exposure
- 4d** 4 A \_\_\_\_\_ is an amount of money owed by a company to a lender of supplier.  
a) dividend    b) debtor    c) deposit    d) liability
- 5b** 5 \_\_\_\_\_ is the capital that a company has from shares rather than from loans.  
a) Securities    b) Equity    c) Retained profit    d) Earnings per share

## Choose the best word or phrase to complete each of the sentences.

### REVIEW QUESTIONS

- 6d 6 Before making an investment, it is wise to make a thorough investment \_\_\_\_\_.  
a) research    b) test    c) study    d) analysis
- 7d 7 An investment which takes the environment and society into consideration is called \_\_\_\_\_ investment.  
a) sensitive    b) stable    c) substantial    d) sustainable
- 8d 8 Another name for an industry regulator is a \_\_\_\_\_.  
a) director    b) supervisor    c) council    d) watchdog
- 4b 9 When the value of stocks and shares is rising and falling without much warning, this is known as market \_\_\_\_\_.  
a) instability    b) volatility    c) risk    d) shakiness
- 5c 10 When a company reduces the value of an asset on its balance sheet, it writes it \_\_\_\_\_.  
a) off    b) on    c) down    d) up

## Choose the best word or phrase to complete each of the sentences.

### REVIEW QUESTIONS

11 Good \_\_\_\_\_ management helps to protect a company from financial disaster.

**11d** a) cost b) quality c) people d) risk

12 A new company is called a start- \_\_\_\_\_.

**12d** a) off b) out c) in d) up

13 Potential investors in a new company want to see a strong business \_\_\_\_\_.

**3d** a) project b) history c) account d) plan

14 When some of a company's managers take over part of the company and run it separately, this is known as a \_\_\_\_\_.

**4b** a) merger b) management buyout  
c) hostile takeover d) golden parachute