

ITESTHUB · ACCOUNTANCY SJT - CANDIDATE REPORT

Accountancy SJT

A report for

Sam Sample

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Completed 30/09/2026 · Report valid 12 months

Introduction

This report is confidential and is intended to provide you with feedback on your results.

The test is designed to assess areas of critical importance for success in the role of an Accountant. The competencies assessed are defined below.

How To Use This Report

This report provides you with feedback from the Accountancy SJT. It contains 'behavioural interpretation' that you can use to help you understand how you have performed on the exercise and 'development opportunities' to inform your development priorities, should you wish to improve your skills in specific areas.

Behavioural Interpretation

For each competency measured by the Accountancy SJT, an interpretation (four bullet points) has been provided to help you better understand the decisions you made on the exercise. Not every bullet point may apply equally to you, but you should consider them all, at least initially, and then decide which are most relevant for you.

Development Opportunities

You have also been provided with some ideas to help improve the competencies. The suggestions are intended to support you in your career progression, so working through these suggestions and identifying your own ideas for improving your skills should help you create a relevant development plan. When creating your development plan, it is best to set SMART Goals:

- **S = Specific:** Clearly defined and unambiguous.
- **M = Measurable:** Contains specific criteria that you can use to measure your progress and goal accomplishment.
- **A = Achievable:** Attainable in the timeframe you have set yourself and not impossible to achieve.
- **R = Relevant:** Relevant to your goal, career or what you want to achieve.
- **T = Time-bound:** Has a clear start and end date.

Your SMART goal

Use the planner below to draft a goal of your own. Work through each element in turn – the prompts are there to help you think it through – and write your goal in the space provided.

S

Specific – Clearly defined and unambiguous.

What do I want to achieve? · When do I need to achieve it? · Why is the goal important? · Who is involved?

M

Measurable – Contains specific criteria that you can use to measure your progress and goal accomplishment.

How will I measure my progress? · How will I know when my goal is achieved? · What will be different when I have completed my goal?

A

Achievable – Attainable in the timeframe you have set yourself and not impossible to achieve.

Can I complete my goal in the time I have available? · How confident am I that I can achieve my goal? · What support will I need to achieve my goal?

R

Relevant – Relevant to your goal, career or what you want to achieve.

Why is this goal important to me? · How does this goal relate to my overall success? · What is especially meaningful about my goal?

T

Time-bound – Has a clear start and end date.

When will I be ready to start working on my goal? · What specific date will I complete my goal? · How often will I check the progress I am making on my goal?

Accountancy Competencies

Purposeful Engagement

Supporting colleagues and clients, scope, timing, and resource allocations.

- Building trust and confidence with clients, colleagues and senior accountants / managers, through personal engagement and support
 - Establishing a network of fluent relationships with clients, colleagues and senior accountants / managers
 - Communicating clearly and confidently (i.e., being clear, precise and timely)
 - Negotiating fluently and calmly, esp. with clients, colleagues and senior accountants / managers
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Creating Clarity

Understanding and establishing your client profile, goal setting, grading and action plans.

- Understanding the company (i.e., culture, priorities, procedures, etc)
 - Understanding own (and others') strengths and limitations, as well as perspectives and attitudes
 - Gathering sufficient information to establish a clear understanding of tasks and priorities
 - Analysing situations (i.e., risks, benefits, and opportunities) appropriately to draw valid conclusions and make appropriate decisions
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Driving Peak Performance

Routinely providing high-quality efficient and adaptive client-focused service (i.e. Colleagues and Clients).

- Setting clear and achievable targets for self (and others), monitoring progress and adapting as required
 - Being always proactive, in dealing with responsibilities and challenges, esp. delays, quality and tasks
 - Being resilient, having effective strategies for dealing with work-related pressures and setbacks
 - Maintaining an organised and calm approach, esp. under pressure and managing deadlines
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Professional Credibility

Demonstrating a genuine commitment to company standards and best practice.

- Demonstrating genuine, visible commitment to company values, goals and priorities
- Demonstrating appropriate care and attention in all aspects of work (e.g., due diligence, quality, process, etc)
- Being open and honest about own strengths and development needs (i.e., acknowledging own limitations, errors, and misjudgements, etc.)
- Welcoming and providing constructive challenge, recognising the need to keep learning

Purposeful Engagement

Supporting colleagues and clients, scope, timing, and resource allocations.

Your responses suggest that you:

- Confidently engage others to ensure expectations are fully understood and desired outcomes can be achieved
- Proactively reach out to colleagues, seeking opportunities to build fluent working relationships
- Communicate clearly and confidently, constructively managing others' expectations and setting boundaries
- Carefully negotiate with others to explore and agree how best to meet deadlines and expectations

To develop your skills further in this area you might wish to consider:

- Reviewing your client relationships and identify any you could benefit from improving
- Role modelling to your colleagues how to build strong client and partner relationships
- Offering to mentor some of your colleagues to improve their communication skills
- Creating a list of techniques that have helped you the most in negotiating with clients and senior colleagues

SMART NOTES

Creating Clarity

Understanding and establishing your client profile, goal setting, grading and action plans.

Your responses suggest that you:

- Fully understand the broader aims of the company, prioritising tasks in line with these expectations
- Carefully consider the perspectives of others before making difficult people decisions
- Fully explore a broad amount of information before making important decisions
- Carefully establish how best to resolve challenging or complex problems

To develop your skills further in this area you might wish to consider:

- Role modelling the importance of culture and the organisation's wider priorities to guide decision-making
- Routinely emphasising the need to understand the perspectives of individuals before making decisions
- Obtaining new information by having regular team discussions when complex decisions needs to be made
- Encouraging yourself and others to rethink decisions when new information arises

SMART NOTES

Driving Peak Performance

Routinely providing high-quality efficient and adaptive client-focused service (i.e. Colleagues and Clients).

Your responses suggest that you:

- Prioritise activity and formulate plans to ensure the timely delivery of tasks
- Take ownership of challenging assignments, managing tasks carefully
- Are resilient, thinking clearly about the best course of action to take, after making a mistake
- Manage your workload effectively, articulating what can be achieved with limited resources or time

To develop your skills further in this area you might wish to consider:

- Evaluating your goals to ensure they are all Specific, Measurable, Achievable, Relevant and Time-bound
- Role modelling the importance of clearly taking ownership for problems that impact internal efficiency and/or client satisfaction
- Making a list of the most challenging aspects of your role and consider how you can improve your performance and well-being in these areas
- Coaching and supporting one of your colleagues with their Time Management skills

SMART NOTES

Professional Credibility

Demonstrating a genuine commitment to company standards and best practice.

Your responses suggest that you:

- Are supportive, investing your time to help others find solutions to challenges
- Demonstrate appropriate care and attention to ensure you complete work to a high standard
- Acknowledge your own mistakes, ensuring errors can be appropriately resolved
- Welcome opportunities to learn and develop, accepting feedback as an opportunity to improve

To develop your skills further in this area you might wish to consider:

- Talking to your colleagues to see what more you could do to support them with their challenges
- Reviewing some of your recent work to establish where you could make improvements
- Openly sharing some of your past mistakes and vulnerabilities with your colleagues
- Using a 360-degree feedback tool to gather positive and constructive feedback from your colleagues

SMART NOTES