



**REQUIREMENTS FOR ADMISSION AND  
REGISTRATION AS  
A MEMBER OF  
THE FIJI INSTITUTE OF CHARTERED  
ACCOUNTANTS**

Depending upon qualifications and practical experience an applicant may be eligible for admission and registration either as an Accounting Technician, an Associate Accountant or a Chartered Accountant. The specific qualifications and practical experience required for each category of membership are set out in the following paragraphs.

- **ACCOUNTING TECHNICIAN**

An applicant who wishes to be registered as an Accounting Technician must have graduated with either a recognised Diploma or a recognised Degree with sufficient academic units that would satisfy the essential elements of the recognised Diplomas.

The **recognised Diplomas** (pre 2011 Diplomas marked with an asterisk) are as follows:

University of the South Pacific Diploma in Accounting Studies; or  
University of Fiji Diploma in Accounting; or

Fiji National University 2011 revised Diploma in Accounting; or  
Fiji National University Advanced Diploma in Accounting\*; or  
Fiji Institute of Technology Diploma in Business Studies (Accounting)\*; or  
TAFE Advanced Diploma in Accounting, Western Sydney Institute offered through the National Training and Productivity Centre of the Fiji National University

The recognised Degrees are listed under the requirements for Provisional Members.

**Accounting Technician are not required to have gained any practical experience.**

Applicants who have completed a recognised Degree but who have not completed all the 20 prescribed undergraduate academic units to qualify as a Associate Accountant may also qualify for admission as an Accounting Technician provided they have completed sufficient of the prescribed academic units substantially to qualify for a recognised Diploma.

- **ASSOCIATE ACCOUNTANT**

Any applicant who wishes to be registered as an Associate Accountant must have graduated with a recognised Degree and have completed at least the 20 academic units required by the Fiji Institute of Accountants.

The **recognised Degrees** are as follows:

University of the South Pacific Bachelor of Commerce in Accounting; or  
University of Fiji Bachelor of Commerce (Accounting); or  
Fiji National University Bachelor of Commerce (Accounting); or  
Fiji National University Bachelor in Accounting

The Fiji Institute of Chartered Accountants does not directly recognise any academic qualifications gained at overseas (non- Fiji) technical colleges or universities. Applicants with any such overseas academic qualifications will need to have their official transcripts assessed by the University of the South Pacific for comparability. The Institute will facilitate this assessment provided the applicant makes available the originally certified stamped transcript and certificate.

The academic units that applicants for admission as an Associate Accountant will need to have completed are as follows:

<b>University of the South Pacific</b>	[UOF in square brackets] (FNU in round brackets)	Introduction	
to AFM Part I	AF101	[ACC101]	(ACC501) Introduction
to AFM Part II	AF102	[ACC102]	(ACC502) Introduction
to Law of Commerce	AF108	[ACC103]	(LAW501) Introduction
to Accounting			
Information Systems	CS121/AF121 <b>or</b>	[ACC110] <b>or</b>	(CIN506)
Computing Fundamentals	CS100/IS100	[ITC101/CSA 101]	
Macroeconomics	EC101 <b>or</b>	[ECO101] <b>or</b>	(ECN501) <b>or</b>
Microeconomics	EC102	[ECO102]	(ECN502)

Financial Mathematics (previously Mathematics for Social Sciences Calculus I and Linear Algebra I <b>Plus any two other 100-level units</b>	FM101 MA101 or MA111	[MTH101]	(MTH507)
Managerial Accounting Law of Association Financial Management Financial Accounting <b>Plus any two other 200-level units</b>	AF201 AF205 AF208 AF203/AF210	[ACC201] [ACC205] [ACC208] [ACC203]	(ACC602) (LAW603) (FIN601) (ACC601)
Accounting Theory and Application Information Systems Auditing Taxation Law <b>Plus any two other 300-level units</b>	AF301 AF302 AF304 AF308	[ACC301] [ACC302] [ACC304] [ACC308]	(ACC706) (CIN708) (ACC701) (LAW601)

**Associate Accountants are not required to have gained any practical experience.**

- **CHARTERED ACCOUNTANTS**

An applicant who wishes to be registered as a Chartered Accountant must have graduated with a recognised degree and have completed at least the 20 academic units required by the Fiji Institute of Accountants (i.e. the same undergraduate academic qualifications that are required for a Provisional member) but he/she is also required to complete a minimum of three years of practical experience and also to complete either the four “core units” out of the USP’s/FNU’s/UOF’s Postgraduate Diploma in Professional Accounting.

- **PRACTICAL EXPERIENCE**

Applicants for Chartered Accountant membership are required to complete a total of at least 3 years of acceptable practical experience. One of those years may be completed before the completion of the 20 required undergraduate academic units but the other two have to be completed after completing the last of the 20 required academic units and must be completed under the supervision of an eligible mentor.

- **MENTORED PRACTICAL EXPERIENCE**

Applicants for mentored practical experience will be required to enter into an agreement with an “eligible mentor” (any registered Chartered Accountant with at least 4 years of practical experience after being admitted as a Chartered Accountant) to supervise the next two years’ practical experience of the applicant. The signed mentor agreement must be submitted to FIA prior to the commencement of the mentorship. During those two years the applicant will be required to demonstrate to the mentor that he/she has gained experience in at least three of the following six areas of practical experience (with in-depth experience in one):

- Auditing
- External Reporting
- Insolvency and Reconstruction
- Management Accounting
- Taxation
- Treasury

Applicants applying straight into CA membership must provide a status declaration by mentor accompanied by the mentor agreement. This requirement does not apply to current members and cross-credit applicants.

- **PRACTICAL EXPERIENCE FOR ACADEMICS**

Applicants in academia are required to hold a Doctorate or Masters degree majoring in Accounting or in an allied subject and to have held a position of lecturer or a more senior position at an accredited tertiary institute teaching undergraduate or postgraduate courses required to be completed by applicants seeking admission to the Institute as a Chartered Accountant for at least five years. Applicants will have taught a range of courses including at least 3 out of the 6 categories of practical experience required for non-academic applicants, certified by a senior academic.

- **POSTGRADUATE REQUIREMENTS**

Applicants for Chartered Accountant membership are also required to complete four “core units” out of the USP’s/FNU’s/UOF’s Postgraduate Diploma in Professional Accounting.

Alternatively applicants may now enrol for four out of the following 10 accredited post graduate units offered by the University of the South Pacific under its Postgraduate Diploma in Professional Accounting with the one marked in bold being compulsory:

USP Postgraduate Diploma

AF420	Financial Statement Analysis
AF431	Advanced Management Accounting
AF432	Information Systems Control Audit
AF433	Advanced Financial Accounting
AF401	Forensic Accounting and Practice
AF405	Fraud Accounting and Investigation
AF436	Accounting for Management Control
<b>AF437</b>	<b>Issues of Governance and Ethics in Accounting</b>
AF439	Advanced Taxation Contemporary Issues
AF440	Advanced Taxation Structures

[AF437 and one out of AF420, AF431, AF432 and AF433 are compulsory, plus two others of the listed units as electives]

FNU Postgraduate Diploma

<b>ACC811</b>	<b>Entrepreneurship, Ethics and Governance</b>
ACC801	Taxation of Business Enterprises
ACC802	Developments in Auditing and Assurance Services
ACC803	Advanced Financial Reporting
ACC804	Developments in Management Accounting
ACC807	Forensic Accounting – Conduct and Procedures
ACC808	Forensic and Litigation Services
ACC809	Fraud Examination and Investigative Techniques
FIN807	Financial Statement Analysis
FIN808	Advanced Corporate Finance
TAX801	Taxation of Business Enterprises

[ACC811 and one out of ACC802, ACC803, ACC804 and FIN807 are compulsory plus two others of the listed units as electives]

UOF Postgraduate Diploma

**Core Courses:**

ACC402	Ethics, Governance & Accountability
ACC403	Advanced Financial Reporting

**ELECTIVES:** (Two courses from the following)

ACC401	Advanced Accounting Theory ACC404
	Advanced Management Accounting ACC405
	Advanced Auditing and Assurance Services ACC406
	Financial Statement Analysis
ACC407	Business Research Methods
ACC408	Advanced Taxation, Law & Practice

- **Certificate of Limited Public Practice**

10.—(1) A Certificate of Limited Public Practice may only be issued to a member who satisfies the Council that—

(a) he or she is a fit and proper person to offer accounting services to the public and is resident in Fiji;

(b) he or she is a Chartered Accountant member of the Institute and has been a member for at least 7 years;<sup>249</sup>

- (c) he or she proposes to hold himself or herself out as offering accounting services to the public from an office, the location and organisational arrangements of which has been approved by the Council; and
- (d) he or she is able to carry out the work a holder of a Certificate of Public Practice is able to do with the exception of external auditing of financial reports for the purpose of giving an opinion as to whether the reports are a true and fair position of the status of the entity that is being audited.

(2) A member who holds a Certificate of Limited Public Practice is able to do all work carried out by a member who holds a Certificate of Public Practice except external auditing of financial reports for the purpose of giving an opinion as to whether the reports are a true and fair position of the status of the entity that is being audited.

(3) A Certificate of Limited Public Practice may only be issued by the Council at a Council meeting.

(4) Any member who proposes to offer auditing services to the public but who cannot, or who does not, comply with the requirements imposed upon an auditor under the provisions of International Standards for Quality Control (ISQC) or as determined by the Council must only be issued with a Certificate of Limited Public Practice, excluding the right to offer auditing services.

- **CHARTERED ACCOUNTANT IN PUBLIC PRACTICE**

9.—(1) A certificate of public practice must be issued by the Council to a member who satisfies the Council that he or she—

- (a) is a fit and proper person to offer accounting services to the public;
- (b) is resident in Fiji or if he or she is not resident in Fiji, is a partner in a firm of Chartered Accountants practising in Fiji;
- (c) is a Chartered Accountant member of the Institute;
- (d) has had 3 or more years of acceptable practical experience under the supervision of or in the office of a Chartered Accountant in public practice in Fiji or at the Office of the Auditor General after becoming a Chartered Accountant in Fiji or by a recognised association, or has had 7 or more years of acceptable practical experience under the supervision of or in the office of a Chartered Accountant in public practice in Fiji or by a recognised association;
- (e) proposes to hold himself or herself out as offering accounting services to the public from an office, the location and organisational arrangements of which the Council has approved; and
- (f) any other condition that the Council deems necessary.

(2) Notwithstanding subregulation (1), any person who is a member of a recognised association of accountants and is in good standing with the association and who holds a valid Certificate of Public Practice or its equivalent permitting him or her to carry on the practice of offering accounting services to the public, issued by the association, is, upon production of appropriate credentials to this effect from the association, deemed eligible, for the purposes of this regulation, to have satisfied the requirements under subregulation (1)(d).

(3) In this regulation—

“accounting services” are services relating to—

- (i) the preparation of financial statements;
- (ii) accounting and financial reporting;
- (iii) external audit and assurance services;
- (iv) receiverships, liquidations, schemes or arrangement and other insolvency;
- (v) direct and indirect taxation compliance and consultancy,

and does not include services provided by any registered tax agent in the preparation of tax returns for a taxpayer;

“family” means immediate or close family; and

“offering accounting services to the public” includes any conduct from which it may be reasonably inferred that the member is offering accounting services to, or accepting accounting assignments from, the public but does not include the following—

- (i) unpaid honorary social or community audits or appointments;
- (ii) family engagements; or

(iii) family trusteeships.

(4) A member who is resident in Fiji and who has been issued with a Certificate of Public Practice is not permitted to practise as a Chartered Accountant in public practice if he or she remains out of Fiji for a period of more than 6 months in any calendar year without the approval of the Council unless there is another member in the firm with a Certificate of Public Practice resident in Fiji.

(5) The holder of a Certificate of Public Practice may surrender such certificate at any time and must not thereafter be permitted to offer accounting services to the public.

(6) A holder of a Certificate of Public Practice who is a partner in a firm of Chartered Accountants in public practice practising in Fiji who resigns or retires from his or her partnership in that firm, unless he or she is either joining another firm of Chartered Accountants in public practice as a partner or proposing to establish his or her own practice, must surrender his or her Certificate of Public Practice.

- **CROSS-CREDIT ADMISSION**

The Fiji Institute of Chartered Accountants “recognises” the following 8 overseas accounting bodies and **may consider** admitting people to FICA membership who are current members in good standing of those accounting bodies. However such admissions will only be to membership at the equivalent level to the membership held in the overseas accounting body and will be dependent in most cases, on evidence that the applicant has made plans to reside and work in Fiji or the neighbouring Pacific Islands.

- The Certified Practising Accountants of Australia
- The Hong Kong Institute of Certified Public Accountants
- The Chartered Accountants of Australia and New Zealand
- The Institute of Chartered Accountants in England and Wales
- The Institute of Chartered Accountants in Ireland
- The Institute of Chartered Accountants of Scotland
- The Institute of Chartered Accountants of India
- The Institute of Chartered Accountants of Sri Lanka