



THE IAB GROUP

# Elevating the Standards of Business & Finance

Business Credentials

# The IAB Group

As the way we do business evolves and becomes more fluid the IAB recognised that collaboration provides the opportunity to expand and evolve. Following the inclusion of LCCI in September 2023, the decision to bring together the IAB, IAAP, PDI and LCCI to form the IAB Group was taken forming a framework that provides accessible education at scale.

By leveraging the individual strengths and geographical dominance of our group we will provide comprehensive finance and business support, education, and advisory services.

The wide-ranging expertise and rich heritage across the group give us the ability to effectively navigate the intricate complexities of our business and evolving landscape, whilst still providing the agility to develop and collaborate emerging opportunities in the UK and internationally.



**Institute of accountants & bookkeepers**

- ✓ Power Brand – UK and Global
- ✓ Membership/Qualifications/AML Supervision
- ✓ Grass Roots Finance to Degree Level



**International association of accounting professionals**  
Member of the IAB Group

- ✓ Global
- ✓ Professional Certificates in Finance
- ✓ Accreditation Provider



**Professional Development Institute**  
Member of the IAB Group

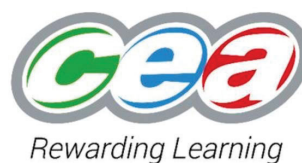
- ✓ Global
- ✓ Professional Certificates in Banking, Insurance and Management
- ✓ CPD Courses



**London Chamber of Commerce & Industry**  
Member of the IAB Group

- ✓ Heritage Brand UK and Global
- ✓ Grassroots Business
- ✓ Regulated Qualifications

## Regulated by the leading Industry bodies



# The History of the IAB

The IAB was formed in 1973 by the Council of the Institute of Administrative Accountants (IAA). This was done to retain links with its bookkeeping history dating back to 1916.

The objective of the IAB was to offer basic qualifications in Bookkeeping at three levels, Preliminary, Intermediate and Final, with the final level being the equivalent to GCE A Level, a far cry from the breadth of qualifications now offered by the IAB.

In September 2022, the International Association of Bookkeepers (IAB) changed its name to the Institute of Accountants and Bookkeepers (IAB). This change was made to reflect the diversity of our membership and our qualification offering.

In 2023 the IAB celebrated its 50th year, the name change, specifically the word 'institute' endorses the heritage of the organisation and acknowledges the pioneering work that continues in education, Anti Money Laundering and the lobbying of legislation in government on behalf of the industry.

The IAB is recognised by HM Treasury to regulate our members for the purposes of the Money Laundering Regulations 2017 and 2019.

We represent our members at the following forums:

- ✓ HMRC Agent Support
- ✓ HMRC Compliance Reform
- ✓ HMRC Powers & Safeguarding
- ✓ HMRC Guidance Strategy Forum
- ✓ Anti-Money Laundering Supervisors Forum and Accountancy AML Supervisors Group
- ✓ National Cross Sector SAR Forum and Advisory Reform
- ✓ Accountancy Intelligence Sharing Expert Working Group (ISEWG)
- ✓ Companies House Accountancy Stakeholder
- ✓ Anti-Money Laundering Supervisors Forum (by AMLSF)
- ✓ Accountancy AML Supervisors Group (AASG)
- ✓ EPG Group
- ✓ CIS Group

# Forewords

## IAB Group President



### **Fabian Hamilton MP**

*(Member of Parliament),  
Shadow Minister for Peace  
and Disarmament, Member  
of the British Labour Party*

It is an honour to represent and be associated with one of the leading professional bodies in the UK offering a diverse range of qualifications for business. Established in 1973 the IAB now has many thousands of students and members worldwide.

The IAB has in recent years broadened out from its root of bookkeeping and has added significantly to the education of young people and adults. Our range of qualifications cover the essential technical knowledge and skills relating to bookkeeping, financial accounting, and cost management accounting.

The IAB is now increasingly being seen as the gateway to a financial career, whether to become a qualified and registered bookkeeper or to enter careers in accountancy.

The IAB continues to support its membership, through their continuous development and by providing them with a wide range of benefits.

### **About Fabian**

Fabian has been a Labour MP for Leeds North East since 1997. Before his election to Parliament, Fabian served for 10 years as a Labour member of Leeds City Council and chaired the Councils Education and Economic Development Committees. Fabian ran his own business for eighteen years and so understands the pressures and needs of entrepreneurs and business people.

# Forewords

## IAB Group Global President



**Janet Jack**

As Global President, I prioritise building strong international relationships within the IAB Group, strategically leveraging each business unit's strengths to meet evolving business and finance demands. The IAB brand is renowned for its high-quality, regulated qualifications, bolstered by its esteemed heritage.

The IAAP holds a prominent market position, offering accredited finance qualifications tailored to professionals dedicated to advancing their careers. With the acquisition of LCCI qualifications, the IAB has expanded its reach, creating a seamless alignment between business and finance education and providing students with a clear career pathway.

PDI has excelled in corporate finance qualifications, particularly in banking and compliance, as evidenced by our expanding presence in Jordan and the MENA region, reflecting the region's growing development in these areas.

### **About Janet**

Janet has been in the world of business since the age of 19 where she embarked on her first entrepreneurial venture, laying the foundation for a lifelong passion for small businesses and the individuals who drive them.

She understands the vital role they play in shaping economies worldwide, recognising them as the backbone of many thriving industries.

Before taking the position of Global President, Janet served as the CEO of the IAB, where her visionary leadership propelled the organisation to new heights. Through her innovation and vision she transformed the IAB into a global force, dedicated to educating, inspiring, and providing guidance to finance professionals across the globe.

# Forewords

## IAB CEO



**Sarah Palmer**

Through my experience, I've always believed that accountants, bookkeepers, and finance professionals hold a privileged position within organisations, given their expertise and influence. As fintech software and artificial intelligence (AI) become standard, the requirements of financial careers are changing significantly. My goal is to equip our members for this future by enhancing our offerings at the IAB to elevate business and finance standards.

To achieve this, we're implementing ambitious plans to enhance all aspects of our services, focusing on financial acumen, strategic thinking, and ethical decision-making. We will measure and compare these metrics internationally to ensure our members are well-prepared for the evolving landscape. The IAB is committed to shaping a community of professionals ready to lead in an ever-changing world of finance.

### **About Sarah**

Sarah, a highly accomplished professional with a first-class business degree and extensive experience in managing businesses across sectors. In 2009 she made the bold decision to establish her own bookkeeping business, the award-winning Women Who Count (WWC).

Passionate about empowering others, she serves as CEO of the IAB, sharing knowledge and fostering business development among finance professionals to deliver exceptional service to business owners.

Outside of her ventures, Sarah advocates for change in the finance community, actively participating in UK government lobbying and HMRC consultations to support both the finance community and business owners.

## About the IAB

The Institute of Accountants and Bookkeepers is a non-profit membership organisation and awarding body providing qualifications in accountancy, bookkeeping, payroll and finance.

The combined heritage and global footprint of IAB and LCCI will ensure that universally recognised qualifications remain credible, relevant, and accessible across 4 continents in 30+ countries.



We offer accredited training, support, and continuing development from the beginning of a student's journey and throughout their career. This includes flexible, Ofqual-regulated qualifications, continued professional development and frequent regulatory updates.

The IAB is also a Professional Body Supervisor (PBS) listed in the UK Money Laundering Regulations (MLRs). This enables the Institute to provide the required supervision for an accountancy or bookkeeping practice of any professional IAB Member or Fellow.

In doing so, the IAB is responsible for overseeing the practice's compliance with the MLRs and supports them in adhering to these regulations. The Institute also collaborates with HMRC (His Majesty's Revenue and Customs) and other leading financial bodies such as HMRC Employment Consultative Committee, the Financial Conduct Authority, Ofqual and The Financial Services Skill Commission.

Accountancy and bookkeeping are well-respected professions, and the IAB works to uphold high standards of competence and professional conduct. Collaborating across the industry there is also a strong focus on the lobbying of legislation within government to ensure the industry continues to maintain the high standards the IAB has worked to establish.



## Our Qualification Portfolio

IAB qualifications are created by industry experts to give learners the skills they need to establish their career. The core portfolio comprises of 3 levels starting at the basics and progressing through to becoming a fully qualified bookkeeper.

There are also additional pathway qualifications to allow students to broaden the scope of their skills and knowledge. These qualifications are valued by the education industry and business owners alike as they are confident that candidates are educated to a high standard and are equipped for the workplace.

In line with our strategic goals in 2024 we will launch a range of modules, levels 4-7 designed to be either standalone or combined, where collectively they equate to a degree. Each level will have a set of core modules and the learner will get the opportunity to select how they want to tailor their learning to be either business or finance focused. As an additional layer there are vertical pathways that apply to either focus covering topics such as marketing, logistics and data.

IAB qualifications are regulated by Ofqual and CCEA therefore guaranteed to meet specified quality standards. They can be accessed via a range of study options, through the IAB Education learning platform.



# IAB Qualifications

## Level 1

Award in Bookkeeping

Award in Computerised Bookkeeping

Award in Computerised Payroll

Award in Payroll for Business

## Level 2

Certificate in Bookkeeping

Certificate in Computerised Bookkeeping

Certificate in Computerised Accounting for Business

Award in Construction Industry Scheme

Certificate in Computerised Payroll for Business

Award in Payroll for Business

## Level 3

Certificate in Bookkeeping and Accounting

Diploma in Computerised Bookkeeping

Certificate in Computerised Accounting for Business

Certificate in Computerised Bookkeeping and Accounting

## Level 4

Certificate in International Accounting Standards and IFRS

Diploma in Business Management

Diploma in Business & Finance

## Level 5

Diploma in Business Management

Diploma in Business & Finance

## Level 6

Diploma in Business Management

Diploma in Business & Finance

Diploma in International Marketing

Diploma in International Supply Chain Management

Diploma in International Financial Risk Management

Diploma in International Accounting & Finance

Diploma in International Entrepreneurial Business & Technology

## Level 7

Diploma in Business Management

Certified Financial Forensics Analyst



International  
association of  
accounting  
professionals  
Member of the IAB Group

## IAAP Qualifications

Certified Financial Manager

Certified Financial Modelling Specialist

Certified IFRS Specialist

Certified Management Accountant UK

Certified Tax Specialist

Certified Forensic Accountant

Certified Professional Accountant

Certified in International Auditing Standards Specialist

Visit [www.iaapuk.org](http://www.iaapuk.org) for more information

Certified Bank Branch Manager

Certified Bank Internal Auditor

Financial Institutions Relationship Specialist

Qualified Banker

Trade Finance Specialist

Credit & Lending Specialist

Certified Bank Treasury Specialist

Certified Bank Risk Manager

Certified Bank Regulatory  
Compliance Manager

Financial Crimes Specialist

AML Prevention & Detection Specialist

Fraud Prevention & Detection Specialist

Certified Anti-Corruption Examiner

Marketing & Sales

Certified Human Resource Manager

Qualified Trainer

Qualified Board Member

Certified Strategic Planning Specialist

Corporate Governance Specialist

Certified Professional Manager

Qualified Insurance Practitioner

Visit [www.pdi.org.uk](http://www.pdi.org.uk) for more information



Level 1

Certificate in Bookkeeping

Level 2

Certificate in  
Business  
Calculations

Certificate in  
Bookkeeping and  
Accounting

Certificate  
in Cost  
Accounting

Certificate in  
Business  
Statistics

Level 3

Certificate in  
Accounting

Certificate in  
Advance Business  
Calculations

Certificate in  
Business  
Statistics

Certificate in Cost  
and Management  
Accounting

Visit [www.iablcci.org.uk](http://www.iablcci.org.uk) for more information

# Joining the IAB

To become an IAB member you must successfully complete an IAB Group qualification or present equivalent qualifications to demonstrate your levels of knowledge and experience.

The IAB has high ethical and professional standards therefore being a registered IAB member is the ultimate confirmation of your technical finance capabilities. There are many other aspects that contribute to this valuable membership.

## Professional Integrity



Promote your reputation and status within the financial industry to your clients, colleagues and professional network by using the IAB designatory letters after your name.



## Credible Progression



Maximise your career opportunities with access to leading Ofqual qualifications and Continuous Professional Development (CPD) points accessed via the IAB learning platform and the IAB Community.

## HMRC Registered



A recognised Professional Standards Body in the UK for Anti Money Laundering. The IAB is at the forefront of the lobbying of legislation in UK Government on behalf of the industry.

## An Institution with Heritage



The IAB celebrates 50 years of supporting financial professionals in 2023. Ensuring members uphold high standards of competence and professional conduct in the finance industry.

# Creating a Sustainable Future through Education

As a non-profit membership organisation our focus is our members. It's through education that we provide them with the support and the ability to succeed.

Having been around since 1973 the IAB has transformed over the years and continues to do so as the financial industry evolves in its roles and responsibilities.

Our sustainability journey not only focuses on us, but our members and our partners and how we can work together to adapt in the present to deliver for future generations.

## Understanding where we can make a difference

When looking at sustainability in business the most obvious place to start is looking at how to reduce your carbon emissions. This is a project that the IAB embarked on at the start of 2022 and successfully established a Co2 baseline on which to measure ourselves going forward.

In addition to Co2 reduction we also need to look at the broader remit of achieving a sustainable future and it's here where the IAB aligns its work and efforts with the United Nations' 17 Sustainable Development Goals, specifically goal number 4, Quality Education.

Education is at the heart of the IAB, it's an area where we can make a difference, we have a lot to offer and are well placed to connect and collaborate with people.



Independently and with our education partners provide and develop quality educational opportunities for all.



Mobilise our member benefit partners to support sustainable and ESG development for members and their clients/customers.



Collaborate with chosen charities and our ESG partners to improve our sustainability positioning and contribution to society.

## IAB Events

Every year we bring together members, partners and industry leaders to celebrate the achievements of our members at the IAB annual awards.

This event held at the Houses of Parliament in London showcases the high standards of professionalism and expertise of IAB members.

For 2024 there are nine award categories;

- ✓ *Accountant of the Year*
- ✓ *Bookkeeper of the Year*
- ✓ *Payroll Professional of the Year*
- ✓ *Excellence in Client Service Award*
- ✓ *Innovation in Business Award*
- ✓ *Impact Through Finance Award*
- ✓ *Innovation in Education Award*
- ✓ *Life Change and Progression Through Education (30+) Award*

We believe being recognised for your work and efforts is of immense value and self-motivation, that's why we feel that our awards not only benefit businesses but also individuals.

The benefits of reputation and accreditation can be transformational, an investment in the individual as well as a business.





**THE IAB GROUP**

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