



**DISCOVER YOUR
ROUTE TO BECOME A
BUSINESS AND FINANCE
PROFESSIONAL (BFP)**



YOUR GUIDE TO BECOMING A BUSINESS AND FINANCE PROFESSIONAL (BFP)

The ICAEW Business and Finance Professional (BFP) qualification is your gateway to a career built on trust, technical expertise and ethical standards. This guide outlines the steps to achieve the BFP designation, its many benefits, and the resources available to support your journey.

ABOUT BFP:

The BFP qualification is provided/awarded by ICAEW, the world's leading professional membership organisation. As a BFP, you will:



Be recognised for your knowledge and skills in business and finance.



Demonstrate your commitment to ethical standards and professional conduct.



Gain access to ICAEW's resources, networks and support systems.

THE BENEFITS OF BFP:

Becoming a BFP offers a range of benefits:

Professional credibility:

- Use the prestigious BFP designatory letters after your name.
- Showcase your adherence to professional and ethical standards.

Career Development:

- Enhance your employability with a credential recognised globally.
- Stand out to employers by demonstrating strong business and finance knowledge.

Ongoing Support

- Access ICAEW's technical resources, helplines, and Continuing Professional Development (CPD) opportunities.

Networking

- Join a community of like-minded professionals and expand your network.

ELIGIBILITY CRITERIA

To earn the BFP designation, you must complete three core elements:

- 1** ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB): Complete six modules covering essential areas: Accounting, Business Technology and Finance, Assurance, Law, Management Information, and Principles of Taxation.
- 2** Ethics Learning Programme: An online programme that helps you apply ethical principles in real-life scenarios.
- 3** 12 months of Work Experience: Gain practical experience in a business or finance role, applying your skills in a professional setting.

YOUR JOURNEY TO BFP

Follow these steps to achieve the designation:



STEP ONE

Enrol for the ICAEW CFAB or ensure you meet the eligibility criteria if you already hold relevant experience or qualifications.



STEP TWO

- Pass all six ICAEW CFAB modules (or apply for Credit Prior to Learning, except for the Accounting module, which must be passed)
- Complete the Ethics Learning Programme
- Accumulate 12 months of verified work experience



STEP THREE

- Submit your application along with evidence of your completed requirements.
- Pay the one-off registration fee of £25

MAINTAINING YOUR BFP STATUS:

Once you've achieved the BFP designation, you must:

- ✓ Uphold ICAEW's Code of Ethics in your professional work.
- ✓ Engage in Continuing Professional Development (CPD) to keep your skills up to date.
- ✓ Pay an annual subscription fee of £138 (£55 if your annual income is below £34,109 per annum).

SUPPORT AND RESOURCES

As a BFP holder, you'll gain access to ICAEW's:

- ✓ **Technical Resources:** guides, webinars, and updates on business and finance topics.
- ✓ **Ethics and Technical Helplines:** Personalised support for professional queries.
- ✓ **CPD Opportunities:** Regular training to enhance your skills.
- ✓ **Lifestyle Discounts:** Exclusive offers for BFP holders.



CONTACT US

For any queries about becoming a BFP or maintaining your designation, contact ICAEW:

studentsupport@icaew.com



START YOUR BFP JOURNEY TODAY

Embark on the path to becoming a recognised business and finance professional. The ICAEW BFP qualification is your opportunity to stand out and excel in your career.

Visit [our website](#) or [register your interest](#) to take the first step!

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 208,000 members and students around the world. 99 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 11,500 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

[charteredaccountantsworldwide.com](https://www.charteredaccountantsworldwide.com)
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* includes parent companies. Source: ICAEW member data
February 2024, Interbrand, Best Global Brands 2023