

The ICSA Level 5 International Finance and Administration qualifications (from ICSA website August 2017)

Summary

The ICSA Level 5 International Finance and Administration qualifications provide the regulatory essentials of offshore trust and company administration. They will give you the opportunity to specialise in topics such as fund administration, financial reporting and governance and business management. Level 5 is set at the level of a second year undergraduate degree and forms part of a suite of qualifications in international finance that ICSA offers.

Entry Requirements

To be eligible for a Level 5 IFA qualification you must have successfully completed:

An ICSA Level 4 Certificate in International Finance and Administration;

An ICSA Certificate in Offshore Finance and Administration (COFA); or

A relevant university degree or Higher National Diploma (HND) from a recognised institution

A Society of Trust and Estate Practitioners (STEP) Diploma in International Trust Management

Course Structure

The Level 5 International Finance and Administration suite contains three qualifications to choose from:

Level 5 Advanced Certificate in International Finance and Administration

Level 5 Subsidiary Diploma in International Finance and Administration

Level 5 Diploma in International Finance and Administration

There are four subjects available to study within each qualification:

Trust and Company Administration (compulsory)

Fund Administration (optional specialist)

Business Management in Practice (optional specialist)

Financial Reporting and Governance (optional specialist)

You can add optional specialist modules to your programme of study at any time to work towards a larger qualification.

Diploma

Successfully completing all of the modules available in the Level 5 programme will enable you to obtain the ICSA Level 5 Diploma in International Finance and Administration and use the letters DiplCSA after your name.

Trust and Company Administration + Business Management in Practice + Financial Reporting and Governance + Fund Administration

Subsidiary Diploma

There are three Subsidiary Diplomas available in the Level 5 International Finance and Administration suite. By successfully completing any of the combinations below, you will obtain a Subsidiary Diploma.

Simply choose the best route for you and don't forget you can always add additional modules at a later date to upgrade to work towards the larger Diploma qualification.

Trust and Company Administration + Business Management in Practice + Financial Reporting and Governance

Trust and Company Administration + Business Management in Practice + Fund Administration

Trust and Company Administration + Financial Reporting and Governance + Fund Administration

Advanced Certificate

There are three Advanced Certificates available in the Level 5 International Finance and Administration suite of qualifications – simply choose the route that best meets your career needs. You can always top up with further modules at a later date to work towards the larger Subsidiary Diploma or Diploma qualifications.

Trust and Company Administration + Business Management in Practice or Financial Reporting and Governance or Fund Administration

Syllabus

CORE MODULES – Trust and Company Administration

Introducing Trusts

Directors, Companies and Company Officers

Trust and Company Administration

Reviews, Record Keeping and Decision Making

Regulation of Offshore Service Providers

Taxation and Tax Planning

OPTIONAL GROUP A SPECIALIST MODULES – Financial Reporting and Governance

The Form and Content of Financial Statements

Understanding and Analysing Financial Statements

Trust Accounts and Other Forms of Entity

Corporate Governance

OPTIONAL GROUP B SPECIALIST MODULES – Fund Administration

Understanding the Investment Environment

Fund Administration and Regulation

Fund Products and Services

Fund Sector Regulation

OPTIONAL GROUP C SPECIALIST MODULES – Business Management in Practice

Management and Leadership

Business Structures and Functions

Business Strategy

Innovation, Entrepreneurship and Change

Assessment

Each group of modules is assessed by one, 3 hour examination. There are a total of four examinations available in the Level 5 suite of IFA qualifications.

Exams are held at regional centres and take place in June and November each year.