

Murphy Salisbury Chartered Accountants

Work Experience KS2

Welcome to Murphy Salisbury Chartered Accountants!

We are so happy that you have chosen to spend your work experience with us.

Murphy Salisbury is a leading independent firm of chartered accountants. Accountants help businesses look after their money carefully. They do this by:

- • Checking how money is spent and earned
- • Making sure records are correct
- • Giving advice on financial decisions
- • Helping companies plan for the future
- • Making sure rules and laws about money are followed

Accountants use maths, clear thinking, organisation and honesty to keep businesses successful.

You will complete three tasks that help you think like one of our team.

When you have finished all your tasks and your teacher is happy with your work, you'll have completed your Murphy Salisbury work experience.

Best wishes,
The Murphy Salisbury Team



Starter Task – Which records should be kept?

Your goal:

Decide which financial records businesses need to keep.

What to do:

1. Read the list below:

- • Money paid by customers
- • Favourite food recipes
- • Staff wages
- • Shopping receipts
- • The colours of the office desks
- • Bills for electricity
- • Tax documents

2. Sort these into two groups:

- Important money records / not needed for accounting

3. For each item, explain why you have put it in that group.

Suggested search prompts:

- 'What do accountants do? Explain for kids'
- • 'Why do businesses keep financial records?'
- • What are financial records explained for kids'



Starter Task – Which records should be kept?

Helpful vocabulary

Accounts – records of money in and out

Receipt – proof of what was bought

Tax – money paid to the government

Financial – anything to do with money

Sentence starters

This belongs in the records because....

This is not needed because...

Businesses should track....

Businesses keep financial records because...

Example

Money paid by customers belongs in the records because businesses need to know what they have earned. The colours of the office desks are not needed because they do not affect the company's money.

Main Task – Create a simple budget plan

Your goal:

Plan how a business should spend its money wisely.

What to do:

1. Imagine you run a small business selling handmade biscuits.

2. You have £100 to spend this month.

3. Decide how you will use the money. Choose from:

- • Ingredients
- • Packaging
- • Advertising
- • Stall/table rental at a market

4. Split the £100 however you think is sensible.

5. Write:

- • How much money goes to each choice
- • Why that decision helps your business

Suggested search prompts:

- • 'What is a budget for kids'
- • 'How do businesses plan money wisely?'
- • 'Costs in a small business explained simply'



Main Task – Create a simple budget plan

Helpful vocabulary

Budget – a plan for spending money

Cost – how much something takes to buy

Advertising – telling people about a product

Profit – money made after costs are paid

Sentence starters

I would spend
£_____ on _____
because....

This costs matters
because....

My business needs....

My business need to
budget because...

Example

I would spend £40 on ingredients so I can bake enough biscuits. I would spend £20 on packaging to keep them fresh. Advertising needs £30 so people know what I am selling. The last £10 will go on a table. This helps my business because it mixes quality, safety and promotion.

Extension Task – Spot the money mistakes

Your goal:

Think like someone who works at a building society and give helpful money advice.

What to do:

1. Read the short report from a pretend shop

This week, the shop sold 20 drinks at £2 each. 15 sandwiches at £3 each and 10 cakes at £1 each. The report says the shop earned £200.

2. Work out the real total the shop should have earned.

3. Decide if the report is correct or a mistake.

4. Explain how accountants help fix errors like this.

Suggested search prompts:

- 'Simple business maths for children'
- 'How accountants check money for kids'



Extension Task – Spot the money mistakes

Helpful vocabulary

Total – the final amount

Income – money earned

Mistake – something incorrect

Accuracy – being right and careful

Sentence starters

The real total is

This report is/is not correct because...

Accountants help by....

Accountants check money because...

Example

The real total is _____. The report is not correct. Accounts help by checking the numbers so businesses know what they truly earned.