Workplace Hero

AML awareness for accountancy professionals

45 to 60 minutes | 1 CPD hour | 12 questions | 80% pass mark

An established client changes ownership. Unfamiliar third parties start making payments. The explanations no longer fit the business you know. What should you notice, record and report?

This practical anti-money laundering course is written for people working in UK accountancy and related professional services. It follows Daniel, an accountant at a medium-sized practice, and the fictional Northstar Kitchens Ltd through realistic decisions about customer due diligence, unusual activity and internal escalation. Warning signs are treated as reasons to look more carefully, not proof that a client has committed a crime.

Eight short modules combine plain-English explanations, practical scenarios, knowledge checks and reflection. Learners build awareness of money laundering, terrorist financing and proliferation financing, then consider how to apply the learning within their own firm's policies and reporting arrangements.

Who it is for

Accountants, bookkeepers, tax and payroll professionals, client-facing staff, practice managers and support teams in UK accountancy and related professional services. Suitable for introductory awareness or refresher learning, alongside the training required for the learner's specific role and firm's risks.

Learning outcomes

- Distinguish money laundering, terrorist financing and proliferation financing
- Explain why accountancy and professional services can be exposed to financial crime risks
- Recognise your responsibilities and the role of the MLRO or nominated officer
- Explain customer due diligence, beneficial ownership and ongoing monitoring
- Identify unusual transactions and changes that may warrant further attention
- Separate a warning sign from a conclusion that a crime has occurred
- Record concerns clearly and follow your firm's internal reporting route
- Recognise tipping-off risks and avoid investigating a concern yourself
- Apply the learning to realistic client scenarios and your own workplace

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Your course syllabus

1. Welcome and your learning journey

Learning outcomes, the limits of awareness training, your certificate and CPD record, and an introduction to Daniel and the fictional Northstar Kitchens Ltd case study.

2. Understanding money laundering, terrorist financing and proliferation financing

What ML, TF and PF mean, how they differ, and why accountancy services can be exposed to these risks without every unusual transaction being criminal.

3. Your AML responsibilities

Individual and organisational responsibilities, policies, controls and procedures, and the importance of knowing your MLRO, nominated officer or compliance reporting route.

4. Know your client: customer due diligence

Understanding the client and their business, beneficial ownership, a risk-based approach to due diligence and the need to keep information and monitoring up to date.

5. Recognising red flags

Changes in ownership, unfamiliar third-party payments, unusual transactions and reluctant explanations. Consider the context, record facts and avoid jumping to conclusions.

6. Something does not look right: what happens next?

Handling a concern, internal escalation, the MLRO or nominated officer's role, confidentiality and tipping-off risks. Follow the firm's process rather than investigating yourself.

7. Put it into practice

Apply your judgement to realistic accountancy scenarios, distinguish possible risks from proof, and decide what information to record and when to escalate.

8. Applying this in your organisation

Identify your own firm's policies and reporting contacts, reflect on changes to your practice, and prepare for the final assessment.

Assessment, evidence and team learning

Assessment

Knowledge checks, practical scenarios and reflection support learning throughout the course. Complete every section and pass the 12-question final assessment with an 80% pass mark. Retakes are allowed. Indicative completion time is 45 to 60 minutes.

Certificate and CPD

Passing the assessment issues a WorkplaceHero certificate of completion with your name, course title, completion date, assessment result and unique verifiable reference. 1 CPD hour is added to your Passport. This is awareness learning, not a regulated qualification or a guarantee of regulatory compliance.

Before you start

No previous AML training is required. Learners should also familiarise themselves with their firm's AML policies, controls and internal reporting arrangements.

Refresher guidance

A suggested review date is set 12 months after completion. Your firm should determine the appropriate refresher interval based on its activities, responsibilities, risks and current professional or supervisory guidance.

Accuracy and scope

This course provides general UK accountancy AML awareness. It does not replace firm-wide risk assessments, role-specific training, instructions from your MLRO or compliance team, current legislation, professional or supervisory guidance, or legal advice. Firms and individuals remain responsible for determining whether this training is sufficient for their circumstances. No supervisory-body approval or endorsement is claimed.

Buying for a team

Course places are separate from optional Passport for Teams subscriptions. Each learner uses their own WorkplaceHero account. Current prices, quantity options and any promotions are shown on the course page. Organisations pay the applicable price plus VAT; individual checkout prices include VAT. No fixed prices are reproduced here because offers can change.

View current course and team pricing