



We have **NUMBERS** in our DNA



Accounting Technician Praktikum

Applicant Information Pack

www.accountingtechniciansireland.ie

The Accounting Technician Praktikum . . .

1

Is a practical, fully funded programme that pays a minimum of €17,797 as you work to achieve our qualification over two years

2

If you want a career in Accountancy & Finance and prefer practical learning to full-time college study, this programme is for you

3

You will work four days a week with an employer in industry, practice or the public sector, and study one day a week with a local college

4

You will put your learning into practice every day, with mentor support in both the office and the classroom

5

You will graduate as a fully qualified Accounting Technician with two years' solid work experience and a pathway towards Chartered Accountancy

“ There is no typical day in the job and the variety of work and exposure to different business sectors is adding real value and depth to my experience. The work is demanding but enjoyable, with a friendly working environment. There is always someone willing to lend a hand if you ever need help with anything. You will not get this experience from a just a college course. ”

Aaron Murray, Leaving Cert Student, Crowley and McCarthy,
Cork College of Commerce.



Earn at least €17,797 a year on a practical route to a career in accountancy

Accounting Technicians Ireland is the leading professional body for Accounting Technicians on the Island of Ireland. With offices in Dublin and Belfast, and strong links with Chartered Accountants Ireland and other professional accountancy bodies, we supply high-calibre Accounting Technician graduates to industry, practice and the public sector. Many progress to the highest levels in their field. We have 10,000 students and members across the Island of Ireland.

Accounting Technicians Ireland delivers its programme via innovative, modern models including the Accounting Technician Praktikum. Focused on school-leavers and mature learners who wish to work in business and finance, this programme has been very well received by employers since its launch last year.

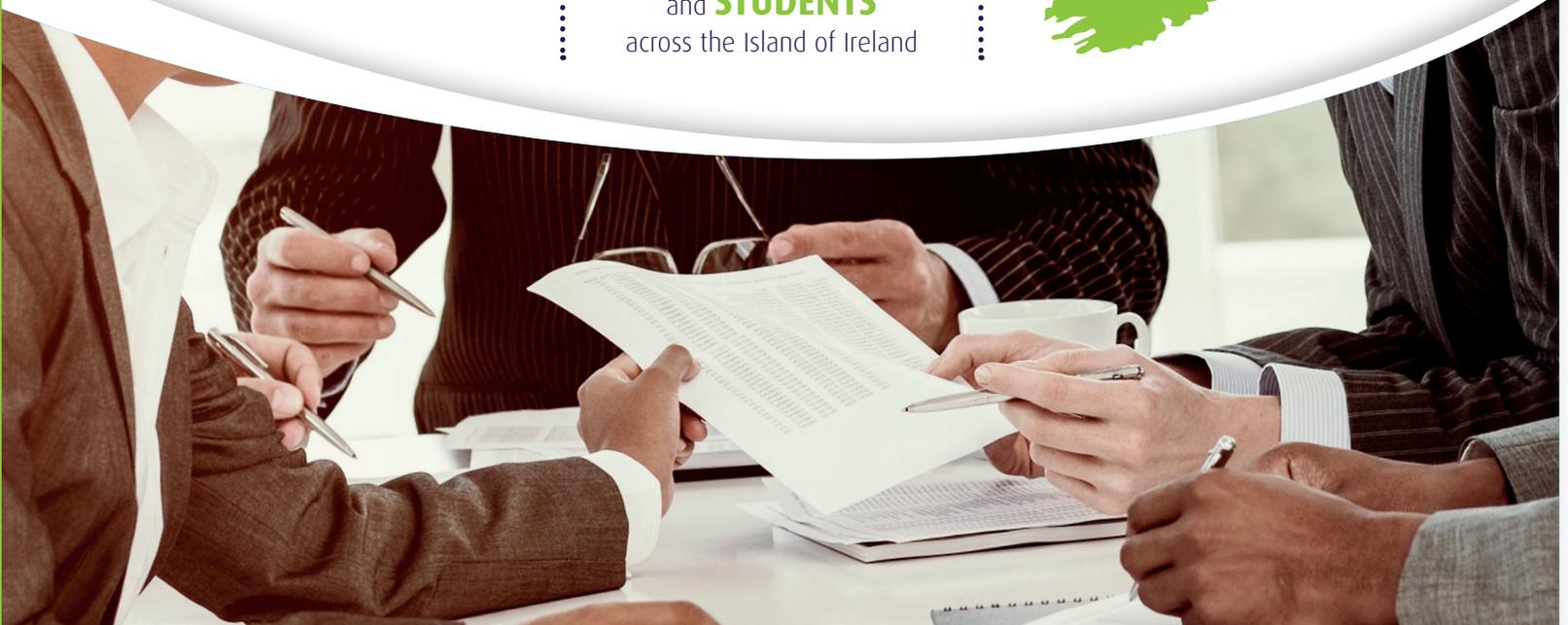
This success is driven by a skills shortage in finance and accounting, and the high quality of participants that the programme has attracted. The Accounting Technician Praktikum provides students with a practical alternative to the traditional full-time college route.

95%
of our members
are employed



We have more than
10,000 MEMBERS
and **STUDENTS**
across the Island of Ireland

We have more than
**70 COLLEGE
LOCATIONS**
in Ireland



A modern programme for today's business demands

Demand for Accounting Technicians continues to grow apace. Our graduates are working in practice, construction, financial services, IT, manufacturing, professional services, NGOs, medical and many other sectors which are experiencing rapid growth as the economic recovery continues.

This demand is driven by the strength of our qualification. Accounting Technicians Ireland's graduates have the skills to perform accounting tasks including bookkeeping, accounts preparation, expense and VAT analysis, reporting and credit control, as well as specialist tasks in areas such as tax, audit and payroll.

What's more, market research suggests an increasing tendency for companies to take on talented school-leavers who become skilled at accounting and finance tasks through 'on-the-job' learning. And many existing employees recognise the career opportunities that finance study brings.

The Accounting Technician Praktikum is the perfect fit for this changing environment. Participants develop critical accounting knowledge and theory – and then put this into practice in the work environment.

Accounting Technician Skills



BOOKKEEPING AND ACCOUNTING SYSTEMS



ACCOUNTS PREPARATION



CONCEPTUAL AND REGULATORY FRAMEWORKS



FINANCIAL STATEMENTS



BUSINESS FUNCTIONS AND MANAGEMENT



BUSINESS ETHICS, CSR, LAW AND CORPORATE GOVERNANCE



TAX ADMINISTRATION, TAX MANAGEMENT, PERSONAL TAXATION, PAYE, VAT



PAYROLL, SPREADSHEETS AND BUDGETING

How it works

First read the eligibility requirements and application tips on our website

Then complete the application form and send it to us with relevant documentation

We assess your application and send it to employers if it meets the requirements*

Employers from industry, practice and the public sector review your application and may call you for interview

You earn our in-demand qualification and can go on to Chartered Accountancy

Workplace learning is documented throughout the programme and exams are held in May each year

If successful, you start a two-year contract with the company and earn while you learn!

* For Leaving Certificate students 2017, this is 310 CAO points and at least an O5 grade in English and Maths or Accountancy. For those who sat the Leaving Cert in the past five years, this is 300 CAO points and a D3 in Ordinary Level English and Maths or Accountancy. See our website for full eligibility requirements.

The programme is perfect for:

- School-leavers (18-22 years old) who prefer practical training to full-time academic study and students who thrive in an environment where they are putting learning into practice every day.
- Mature learners (aged 23 years or above) who are looking to change career or move into a finance role.
- Employees who are working with one of our partner employers and who wish to move into a finance role.

Full details on the programme and how to apply are available on our website, www.accountingtechnicianpraktikum.ie, including:



PROGRAMME STRUCTURE



SYLLABUS



WORK EXPERIENCE HANDBOOK



ROLES OF WORKPLACE MENTORS



ROLES OF COLLEGES



RECRUITMENT PHASES



APPLICATION FORM



APPLICATION ADVICE

How will my career benefit?

Accounting Technicians work in:



Manufacturing



Local and Central Government



The Health Service



Financial Services



Shared Services



Commercial Industry



Private Accountancy Firms

As a qualified Accounting Technician, you can:

- Use the industry recognised professional designation MIATI (Member of the Institute of Accounting Technicians Ireland) after your name.
- Join a 10,000-strong Community of Accounting Technicians and grow your skills and network base through our District Societies.
- Access life-long learning opportunities that will enhance your accounting career and enjoy excellent support as a Member of Accounting Technicians Ireland.
- Follow a pathway to full qualification in accountancy with Chartered Accountants Ireland.

“ I am pleased with my decision to do this programme rather than attending third-level college full time. I am attending BFEI, the class is small and the lecturers have plenty of time to help everybody. ”

Emma Cameron,
Leaving Cert Student,
HLB Ryan and Co,
Blackrock College



“ Here at EY we started a pilot this year with school-leavers who will complete the Accounting Technician qualification before joining our graduate programme. The students are great – full of energy and eager to learn so we are very excited for the future. ”

Caroline McAniff,
Head of Recruitment ROI



“ As a mature student it was an easy decision for me to return to education as I had desired to gain knowledge and experience in accountancy for a number of years. By the end of the first day I realised I had made a positive change to my life. ”

Geraldine Clarke,
Mature Learner,
CMAC Electrical &
Monaghan Institute



Pathway to success



Accounting Technicians Ireland is now accepting applications for the September 2017 intake, in partnership with the following colleges:

- Cork College of Commerce
- Rathmines College of Further Education
- Blackrock Further Education Institute
- Bray Institute of Further Education
- Monaghan Institute

Places on the programme are limited – to apply, visit our website:

 www.accountingtechnicianpraktikum.ie

For further information please contact Accounting Technicians Ireland:

 (01) 649 8126

@ praktikum@accountingtechniciansireland.ie



We are holding a series of Open Days for employers, applicants and guidance counsellors at locations nationwide.

Please check our website for details of dates:
www.accountingtechnicianpraktikum.ie/open-days/

For further information on registration:

☎ Accounting Technicians Ireland, 01 649 8126

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 Accounting Technicians Ireland

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