



Accounting
Technicians
Ireland



GENERATION
APPRENTICESHIP
www.apprenticeship.ie

Accounting Technician Apprenticeship

Applicant Information Pack



We have **NUMBERS** in our DNA

www.accountingtechniciansireland.ie

The Accounting Technician Apprenticeship...

1

Is a practical, fully funded programme that pays a minimum of €17,797 as you work to achieve a Level 6 QQI Advanced Certificate Award 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 becoming a fully qualified accountant

“

As a long-standing Partner College delivering Accounting Technicians Ireland's qualification we are very excited about the prospects for the Accounting Technician Apprenticeship. Both employers and apprentices will benefit greatly from this practical programme and we look forward to giving participating school leavers and mature learners every support in their studies

”

Nick O'Callaghan,
College Programme Manager, Cork College of Commerce



Earn at least €17,797 a year on this new, practical pathway 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.

This new National Apprenticeship leads to a Level 6 QQI Advanced Certificate Award, and provides school leavers with a practical alternative to the traditional full-time college route.

The Accounting Technician Apprenticeship is also open to mature learners and existing employees who would like to pursue a career in accountancy, by studying our in-demand qualification as they work with a partner employer.

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.

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.

In addition, the National Apprenticeship Council is developing new opportunities for companies to take on talented school-leavers and mature learners who gain skills through 'on-the-job' learning. Employees in all sectors welcome this opportunity to diversify their workforce and tap a new talent stream.

From September 2017, Accounting Technicians Ireland will deliver the first National Apprenticeship in the field of accountancy.

Working in industry, practice and the public sector, and studying in local colleges, Accounting Technician Apprentices will develop critical accounting knowledge and theory – and then put this into practice in the work environment.

Accounting Technician Apprentices are mentored in both the workplace and the college, as they work towards achieving our in-demand qualification over the two-year programme.

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 the Apprenticeship works

First read the eligibility requirements and application tips on our website

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

We assess your application and send it to employers if it meets the eligibility 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 further study. You graduate as a professional Accounting Technician with a world of career opportunities and life-long support as a full fledged Member of our Community of Practice

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

If successful, you start a two-year employment 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 Accounting Technician Apprenticeship 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.accountingtechnicianapprenticeship.ie, including:



PROGRAMME
STRUCTURE



CURRICULUM



OCCUPATIONAL
PROFILE



ROLES OF
WORKPLACE
MENTORS



ROLES OF
COLLEGES



RECRUITMENT
PHASES



APPLICATION
FORM



APPLICATION
ADVICE

How will my career benefit?

Accounting Technicians work in:



Manufacturing



Shared Services



Local and Central Government



Commercial Industry



The Health Service



Private Accountancy Firms



Financial Services

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 or degree courses.

“ The apprenticeship is a logical fit for Mazars as Accounting Technicians are an essential part of our team. The combination of classroom learning with practical workplace training ensures that, when qualified, the apprentice will be equipped with all the necessary skills to progress as far as they want to within our team. ”

Jennifer Kelly,
Manager, Financial
Management and
Outsourcing Services



“ The programme offers the apprentice the opportunity to gain high quality teaching and learning and the college experience while at the same time acquiring a leading professional qualification through work-based learning. They'll embed and strengthen the skills they acquire through their practical experience of work. ”

Jean FitzGerald,
Principal, Coláiste Íde



“ We are pleased to participate in the Accounting Technician Apprenticeship programme. It provides another avenue to individuals looking to start a successful career in accountancy which is both practical and supportive. This new accountancy apprenticeship blends professional studies and exams with practical work experience which is very beneficial to both the student and the firm. ”

Niamh Dowling,
HR Assistant Manager



Pathway to success in accountancy



We are now accepting applications for the Accounting Technician Apprenticeship, commencing September 2017, in partnership with the following colleges:

- Blackrock Further Education Institute
- Bray Institute of Further Education
- Coláiste Íde College of Further Education, Finglas West
- Cork College of Commerce
- Monaghan Institute
- Rathmines College of Further Education

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

 www.accountingtechnicianapprenticeship.ie

For further information please contact Accounting Technicians Ireland:

 (01) 649 8126

@ apprenticeship@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.accountingtechnicianapprenticeship.ie/open-days/

For further information on registration:

☎ Accounting Technicians Ireland, 01 649 8126

@ apprenticeship@accountingtechniciansireland.ie



**Accounting
Technicians
Ireland**

 Accounting Technicians Ireland

 @AccountingTec

 Accounting Technicians Ireland



QQI AWARD

Accounting Technician Apprenticeship

The Accounting Technician Apprenticeship Programme leads to a Level 6 QQI Advanced Certificate Award.