

National Apprenticeship - Occupational Profile

Apprenticeship Title Accounting Technician

NFQ Level Level 6 Advanced Certificate

Duration Minimum 2 years

**Typical tasks/
responsibilities**

Maintaining a set of accounts is a fundamental element of any business from a sole trader to large multinational. An Accounting Technician supports all elements of accounts function, including income and expenditure, Balance sheet transactions, statutory returns and Payroll requirements.

The Accounting Technician is concerned with book keeping, and processes all accounts payable and receivable in order to prepare, or support the preparation of, periodic accounts. They record and monitor income and expenditure including accrued and deferred income. The Accounting Technician completes regular bank reconciliations and accounts for/completes statutory returns. Regular analysis and reports are undertaken to contribute to producing accounts. The Accounting Technician produces Management Accounts and supplies vital financial information as to the running of the Company. They have the ability to do costing and cost controls.

The Accounting Technician prepares Company annual budgets and monitors the progress of this throughout the year. They prepare, or assist in the preparation of, Company year-end financial statements.

On successful completion, the Accounting Technician will have:

Knowledge

- Financial Accounting Fundamentals
- Double-Entry Bookkeeping and Accounting Systems
- Regulatory Requirements
- Financial Statements preparation
- Annual Budgets
- Cost control
- Costing's across a range of goods and services
- Business Functions & Context
- Business Ethics
- Legal Requirements
- Company Law
- Data Protection
- Corporate Governance
- Company Tax Administration and Procedures
- Personal Taxation
- Accounting Systems
- Payroll
- Budgeting

Skills

Core Skills

- Process Accounts Receivable and Payable, Sales, Purchases and nominal ledger administration
- Maintenance of bookkeeping records
- Account for Accruals and Prepayments
- Support the budget preparation process
- Support the preparation of accounts
- Analysis of monthly expenses, credit cards, VAT analysis
- Ensure timely and accurate completion of statutory obligations
- Complete bank reconciliations
- Analyse and interrogate data and provide a high level overview
- Produce reports
- Credit control
- Responsibility for petty cash

Technical Skills:

- Tax - Complete & file VAT Returns. Deal with Revenue queries
- Payroll - Setup new staff, Issue P45s, Complete Social Welfare Forms, Process monthly payroll, Prepare payroll Journals
- Audit - Support the preparation for the annual audit
- Computer skills - Including MS Excel, Word and PowerPoint
Knowledge of accounting software including Sage/Relate Accounts Production

Soft Skills

- Operates with a high level of integrity, diplomacy, tact and professionalism
- Strong interpersonal and communication skills, both written and orally
- Report Writing
- Customer Service Skills, helpful and approachable
- Strong organisational skills, with ability to manage multiple tasks and resources
- Time management including prioritising schedules and timelines
- Attention to detail and problem solving
- Ability to work as part of a team and on their own initiative

Transversal Skills

- Maths, Accounting, English, Computer skills

Competencies

- Integrity
- Objectivity
- Professional competence and due care
- Confidentiality
- Professional behaviour
- Confident
- Attention to detail
- Strong communicator
- Ability to multi task
- Ability to cope under pressure
- Strong numeracy skills

Industry/industries served by the apprenticeship

Accounting Practice Firms, Financial Services and broader industry Accounts function in SME and large organisations, Sole Traders, Public Sector

Apprenticeship
in development
as of May 2017