Branch: Accounting professions



Code: ACCPRO

Option: Accounting professions

Level: BEP

Prerequisites: BEPC and/or CAP

Opportunities:

In principle in the commercial, accounting or administrative departments of companies as an administrative employee; but the candidate for this BEP should be aware that obtaining the diploma offers few possibilities of professional integration, so he/she should consider continuing his/her studies after the BEP which will enable him/her to deepen his/her training and broaden his/her skills in the field of accounting.

Description

Whether the company sells, processes or produces, it is required to create commercial or accounting documents, written material (letters, memos, etc.) and to move funds. The administrative employee may be called upon to participate in all related administrative or accounting operations.

By sorting, checking, verifying and classifying all the accounting documents (invoices, receipts, cheques, etc.) which record the company's activity

By recording the numerical data contained therein, either manually on "accounting vouchers" or using accounting software on a microcomputer

By checking and verifying the data recorded to avoid any risk of error

By using professional software (accounting, commercial management, payroll, etc.) or office software (spreadsheet, word processing, etc.)

Performing routine administrative activities: file management, document production

By using communication tools such as the telephone or fax Students who choose this training are destined to work in an office environment, which means sitting for several hours.

Quality and competences:

A great deal of rigour is essential, because doing accounting means scrupulously respecting the system imposed by the national accounting plan.