

# Earn more with an Industry Recognised Bookkeeping Qualification!

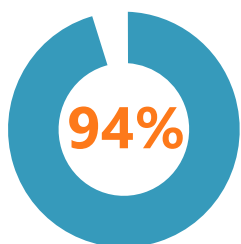


# Who We Are...

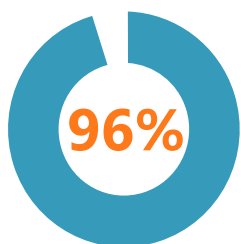
## Leap into a world of opportunities with a globally recognised, industry accredited certification from The Career Academy.

Our vision is to provide our students with an outstanding online learning experience that will empower them to embrace new opportunities and advance their career. Whether you want to improve your understanding of basic industry practices, get that promotion, or need a formal qualification to support your logbook of experience, our range of courses are specifically tailored for anyone who wants to take their career to the next level. The Career Academy allows you to learn entirely online, in your own time, and at your own pace. Whatever your life commitments, from full-time work to full time childcare, our courses allow unlimited flexibility in how you want to learn.

You'll step into your course with your dream job in mind, and step out with your dream job in sight.



94% of our graduates say that studying with The Career Academy has given them valuable skills to use in the workforce



96% of our graduates say that The Career Academy provided them with up-to-date and industry relevant skills

# Bookkeeping Qualifications

**Industry experts have created a series of online courses so anyone can update their skills and learn bookkeeping.**

Our industry accredited Bookkeeping courses are tailored specifically for the Ireland business environment and the content of each course is developed with industry professionals from companies such as Xero, Sage and Reckon. The Institute of Certified Bookkeepers Ireland has accredited our Certificate in Bookkeeping and it is a benchmark course for the bookkeeping profession.

- Learn the essential skills that employers look for when hiring
- Gain an industry ready qualification
- Our Career Centre will help you find a role after graduating



# Why The Career Academy?



## Pay just €25 a week

We offer flexible interest free payment plans starting for as little as €25 a week.



## Flexible Online Learning

Designed to fit around your lifestyle. Study at your own time and pace.



## Industry accredited

Our courses are internationally accredited with the relevant industry qualifications that employers are looking for.



## Unlimited Tutor Support

Our subject expert tutors are standing by to offer their support whenever you need it.

## We'll Help you find a job!

Gain the confidence to succeed with The Career Centre. Recruiters and employers get inundated with applicants for advertised positions, so we'll help you break through and ensure your CV stands out. We will provide a detailed analysis of your CV, connect you with recruitment agencies and employers, and provide interview tips and techniques to help you gain employment.





# Study Levels

## Introduction



Start your career by gaining a general understanding and learning the basic skills needed to work in your industry of choice.

Duration: typically up to 6 months

## Certificate



Take the first step on your education journey with The Career Academy Certificates. These entry level courses are designed to teach you the practical skills you need to excel in the workforce.

Duration: typically up to 6 months

## Diploma



The Career Academy Diploma's will teach you the basic skills you need to succeed in your career, and then move on to the more advanced knowledge which will help you stand out from the crowd.

Duration: typically up to 12 months

## Pathway



The Career Academy Pathways comprehensively cover your area of study from introductory to advanced knowledge. By the time you emerge from your Pathway you will have a wide range of knowledge and be ready to step into your successful career.

Duration: typically up to 18 months

## [Introduction to Bookkeeping](#)

Our accredited online course will teach you the fundamentals of bookkeeping. You'll learn about balancing your books, invoicing, payments and managing cash flow. Achieve success with comprehensive support from our expert tutors.



Cost:  
€199 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
8 - 10 Hours

Access Time:  
6 months

## [Certificate in Bookkeeping](#)

Learn to balance the books with our accredited course. You'll be able to prepare VAT returns, and keep business accounts. Learn to analyse and interpret a profit and loss statement and balance sheet. You can also use this course as a pathway to start your own bookkeeping business!



Cost:  
€499 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
140 Hours

Access Time:  
6 months

## [AAT Qualified Bookkeepers Pathway](#)

Become a professional AAT Bookkeeper with our AATQB Pathway for Bookkeepers and fast track your bookkeeping career! Learn to balance the books, prepare VAT returns and prepare business accounts. AAT is the world's leading professional body for accounting technicians, with over 140,000 members.

Get a FREE 12 month membership to AAT!



Cost:  
€699 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
160 Hours

Access Time:  
6 months

## Bookkeeping to Business Pathway

Launch your bookkeeping business with the option to freelance, subcontract or start your own business. Complete our Certificate in Bookkeeping and then our Start Your Own Business program.

aat



Cost:  
€999 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
175 Hours

Access Time:  
12 months

## Accounting Technician Pathway for Bookkeepers

Fast track your bookkeeping career with The Career Academy. This Program is unique to The Career Academy and specifically designed for those looking to kickstart their bookkeeping career or formalize an existing set of skills. AAT is the world's leading professional body for accounting technicians, with over 140,000 members. Your membership gives your clients the confidence that you meet AAT's renowned international standards.

Developed and delivered by an AAT Approved Training Provider. Provider code: OO01000627

Get a FREE 12 month membership to AAT!

Cost:  
€1,250 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
300 Hours

Access Time:  
18 months

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## Certificate in Accounts Payable and Receivable

Become certified in accounts payable and receivable with our online course. You'll cover the basics including working with spread sheets, account reconciliations and processing invoices. This course will help you improve your career prospects and take on a relevant role in the accounts field.



Cost:  
€299 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
90 Hours

Access Time:  
6 months

## Certificate in Xero Accounting

Gain an intermediate level of knowledge and learn how to use Xero to manage your own business accounts or your client's accounts. This course will set you up with a strong understanding and practical knowledge of Xero to advance your business or career. You will gain a Certificate in Xero, another frequent request of employers. Gain 15 CPD hours on completion!



ICOBES



Cost:  
€299 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
15 Hours

Access Time:  
6 months



## Certificate in Xero Payroll

Learn to use the Xero Payroll module with our online course. You'll learn to connect your payroll to your accounting system, saving time and stress managing your payroll and PAYE returns. Gain 10 CPD hours on completion!



IC<sup>o</sup>ES



Cost:  
€249 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
10 Hours

Access Time:  
6 months

## Advanced Certificate in Xero Accounting

Stand out with the crowd with this certificate on your CV! Learn advanced Xero accounting skills with this accredited online course such as managing your business accounts, interpreting extracted information (reports) and how to make the most of a cloud accounting solution. Gain 15 CPD hours on completion!



IC<sup>o</sup>ES



Cost:  
€399 + VAT

€25 a week with  
our interest free  
payment plans

Duration:  
15 Hours

Access Time:  
6 months

# What Our Students Say

Great



8.8 out of 10 based on 438 reviews

 Trustpilot



I loved the fact that I could do the course in my own time. It is great not having to be physically present at night classes. Everything was easy to access and complete. I would recommend The Career Academy to anyone

-Joanne



I'm enjoying the course and I've found it has been very useful for my career. In-fact, I've even already gotten a job from what I've learnt in the course!

-Mairi



A very well organized and conceived course. By following the course materials, I was able to learn and build on the concepts with minimal questions. I would have no troubles recommending this course.

-Chris



I had heard about The Career Academy before and thought it sounded like an excellent learning provider. The Bookkeeping course sounded just what I was looking for and I decided to purchase the Certificate course as a whole package.

-Jacqueline



Ready to Enrol?

01 437 8559

[info@careeracademy.ie](mailto:info@careeracademy.ie)

[www.careeracademy.ie](http://www.careeracademy.ie)

The **CAREER** Academy 



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