



Tel: +250 787 028 385
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ACR-ONLINE ACCOUNTING SERVICES LTD
GJK COMPANY Building, 1st Floor.
KG 14 AVE, GISOZI, Kigali, Rwanda

Call for application for professional accounting training and Practice

ACR-Accounting Academy-AUGUST - 2024-Intake

Hello and welcome to the ACR-Accounting Academy! We are overjoyed that you have decided to advance your accounting career with us.

ACR-Online Accounting Services Ltd (ACR) is a Rwandan professional accounting firm that was established in accordance with the Rwandan Company Act. We offer a wide range of outsourced accounting, bookkeeping, tax preparation, and auditing services to Rwandan small and medium-sized businesses.

Since 2019, we have been assisting Rwandan businesses with their accounting needs. We have a thorough understanding of the accounting issues that Rwandan businesses face. As a result, we established the ACR-Accounting Academy, a professional accounting training program that combines theory and practice seeking to:

- Prepare you for a career in accounting.
- Prepare you to excel in a finance role.
- Connect you with employers and recruiters (**85%** of Graduates positioned)

Learning outcomes:

This course will prepare you for a career in the accounting industry by covering a wide range of topics.

By the end of this course, you should be able to:

1. Understand the fundamental accounting concepts and how to apply them in real-world work situations.
2. Understand and identify internal controls in accounting and finance processes.
3. Know how to use an accounting system (**QuickBooks and Excel**) and understand how to enter transactions and run **reports** in an accounting system.
4. Be confident in tax preparation and declaration in Rwanda.**Read more**

Targeted person:



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1. Bookkeepers,
2. Accounting technicians,
3. Accounting and tax advisors,
4. Junior accountants and auditors,
5. Consultants, and
6. Recent college and university graduates in accounting and finance-related courses are all appropriate candidates for this course.

Prerequisites: A background in accounting or finance is required to join the course.

Training Calendar

Day Program

From 02nd to 13th September 2024 ==> Theoretical sessions from 08:30 AM to 02:00 PM.

From 16th to 27th September 2024 ==> Practical Sessions 08:30 AM to 05:00 PM.

Evening Plus Saturday Program

From 02nd to 14th September 2024 ==> Theoretical sessions from 05:30 PM to 08:00 PM.

From 16th to 28th September 2024 ==> Practical Sessions 08:30 AM to 02:00 PM



Except on Umuganda day, Saturday sessions start from 08:30 Am to 02:00 PM.

Training Venue: KG 14 Ave, GJK Building, 1st Floor, Near Kigali Genocide Memorial, Gisozi.

What to expect during the training?

ACR will provide you.

- A copy of QuickBooks Desktop for training use only.
- Computer Desktop (Optional)



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- Free internet access (Wi-fi)
- Training Materials (soft copy)
- Breakfast, after lunch snacks and coffee☕
- Lunch is only provided during the Practice or fieldwork period for the day program.

Fee Structure:

1. Registration (No cost)
2. Training fees **Rwf200,000.**

Lessons:

Lesson 1 – Accounting fundamentals #1:

Learn about the elements of financial statements.

Lesson 2 – Accounting fundamentals #2:

Learn about transactions, journal entries, debits, and credits.

Lesson 3 – Accounting fundamentals #3:

Become a debit and credit expert by learning about advanced accounting transactions handling techniques.

Lesson 4 – Understanding risks:

Learn about the different risks that impact a business and what it means for you, as an accountant at an organization.

Lesson 5 – Understanding internal controls:

Learn how to minimize financial statements and operational risks by understanding internal controls.

Lesson 6 – Cash receipts process:

Learn about the cash receipts process. When a company receives payment, how do we account for it?

Lesson 7 – Cash disbursement process:

Learn about the cash disbursement process. When a



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company makes a payment, how do we account for it?

Lesson 8 – Bank reconciliations:

Learn about the bank reconciliation process but more importantly, learn how to perform a bank reconciliation.

Lesson 9 – Month-end processes:

What happens at the end of the month for the accounting team? In this lesson, we learn about the month-end procedures.

Lesson 10 – Budgeting:

Budgeting is an important process for all organizations. Learn what a budget is and how to perform a budget-to-actual analysis.

Lesson 11 – Interviews & CVs:

Let's get you ready for your interview! The Dos and Don'ts of interviews and CVs.

Lesson 12 – Professional best practices:

Learn the best ways to conduct yourself professionally in the workplace.

Lesson 13 – Taxation:

Learn about the different taxes that impact companies in Rwanda: corporate income tax, VAT, withholding, district taxes, and payroll deductions plus the basic skills on how to use EBM invoicing software.

Lesson 14 – Excel:

An introductory course to Excel. Learn how to format tables and analyse data using formulas, functions, pivot tables, and VLOOKUPS.

Lesson 15 – Accounting software:

(**QuickBooks Desktop**, Learn the basics of QuickBooks Desktop. Enter invoices, bills, and journal entries and run reports, just like you'll need to do at your job!

[Click here to see the full course contents](#)



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Certificate of Completion:

You will receive a certificate of completion once you have completed the entire course (Theory and practical sessions) and passed **80%** in the course final exam.

Registration: [Click here to apply](#)

Note that your name must be the same as it appears on your official identification documents.

Graduates-Testimonials

Check out the latest feedback from our graduates on [Google reviews](#)

Contact us

- Telephone: +250787028385
- E-mail: info@accountants.co.rw
- Web: <https://lms.accountants.co.rw/apply/>
- [Facebook](#) | [WhatsApp](#) | [LinkedIn](#) | [X\(twitter\)](#) | [Instagram](#)
- Address: Gisozi, KG 14Ave, GJK Building Foor#1 near Gisozi Genocide Memorial.

Google location

Find us on [Google map](#)

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