

Where are you AT?

*Take your career to the next level,
become an Accounting Technician*



An Accounting Technician designation from Chartered Accountants Australia and New Zealand (ANZ) could give you the skills to stand out, enabling you to become a valuable asset to existing or future employers.

Accounting Technician (AT)

Accounting Technicians are trained to oversee and manage financial accounts to ethical and professional standards.

ATs work in roles such as:

- Assistant Accountant
- Financial Accountant
- Accounting Manager

A survey conducted in 2018 from 188 members in New Zealand, indicated that an Accounting Technician in New Zealand could earn an average salary of up to \$83,726*.

Pathways to membership Accounting Technician

Become an Accounting Technician with Chartered Accountants ANZ, with flexible pathways to fit your lifestyle.

You could gain the practical skills you need to stand out in front of current and future employers. You can apply for provisional membership as an Accounting Technician and start your journey through one of the following pathways:

Academic Pathway

- A formal academic qualification covering accounting and wider business management
- No pre-requisite accounting work experience needed
- You will need to enrol in the New Zealand Diploma in Business Level 5 or 6 Accounting Strand or approved tertiary studies.

Refer to the AT Approved Academic Course List on the website.

Experience Pathway

- Rewards and recognises experience
- Workplace training where committing to full time study is not an option
- More than five years pre-requisite relevant accounting employment needed
- Involves an Assessment of Competence where knowledge gaps can be topped up through study or workplace development

The NZICA Rules do not permit Accounting Technicians to offer accounting services to the public. Members offering accounting services to the public must be a CA and hold a Certificate of Public Practice.

** Please note that remuneration for an Accounting Technician may vary based on the level of experience the Accounting Technician may have, the Accounting Technician's role and other industry factors.*



“It will be a steep learning curve but my CA colleagues are really supportive and I’m proud of where I’ve got to as an AT”

Nicki Davidson AT
Financial Accountant
Qantas Airways

Additional Full Membership Requirements

Before applying for full AT membership you’ll need to study our professional ethics course and meet the practical experience requirements.

Professional Ethics (PETH)

The PETH online course provides an understanding of the accounting profession in New Zealand and the role of Accounting Technicians in upholding their responsibilities both as advocates of public interest and as members of CA ANZ.

- 25 hours of online study over 6 weeks
- 90-minute multiple choice, closed-book examination

Practical Experience

If you’re on the academic or vocational pathway, you will be required to complete two years of relevant accounting employment, verified by your supervisor or manager and reviewed by a current Chartered Accountants ANZ member. This is made up of at least 17.5 hours per week for a minimum duration of three months in any one accounting or financial role. The experience can be completed before, during or after completion of your qualification.

Continuing Professional Development

As a full Accounting Technician Member you will need to complete a total of 60 hours professional development per triennium (including 30 hours verifiable), with a minimum requirement of 10 hours total CPD per annum.

Find out more

Register your interest at charteredaccountantsanz.com/at or email atcollege@charteredaccountantsanz.com or phone 0800 469 422

Where is your finance team AT?

*Take your team to the next level with the
Accounting Technician designation*



Reward your team members with career development opportunities through an Accounting Technician (AT) Designation enabling them to be more confident and valuable contributors to your business.

- Rewards and recognises work experience
- Supports accounting best practice through technical knowledge and practical skills
- Provides ethical training to help ensure quality standards
- Sets a career goal to become an Accounting Technician
- Keeps your team one step ahead with Continuing Professional Development

Accounting Technicians

Accounting Technicians are trained to oversee and manage financial accounts to ethical and professional standards.

Career development pathways for your team

Your team can apply for provisional membership as an Accounting Technician and start their journey through one of the flexible pathway options.

Does your finance team have team members with...

No formal accounting qualifications?	An accounting qualification?
<p>How much Experience do they have?</p> <p>5 years or more</p> <ul style="list-style-type: none">• Follow the experience pathway <p>Less than 5 years</p> <ul style="list-style-type: none">• Follow the Academic pathway or• Ask about alternative vocational study options	<p>Enrolled in or have completed an accounting qualification to Diploma level or higher?</p> <p>Studying in NZ</p> <ul style="list-style-type: none">• Follow the Academic pathway to AT• Enrol in the NZ Diploma in Business Level 5 or 6 Accounting Strand or approved degree level study <p>Studied overseas</p> <ul style="list-style-type: none">• Have your qualifications assessed <p>Upskill on any competency gaps by studying approved academic tertiary courses.</p> <p>For study options refer to the AT Approved Academic Course List on the website.</p>

See overleaf for full descriptions of pathway requirements. All Provisional ATs are required to complete the Professional Ethics course. If they choose the academic or vocational pathway, they will be required to complete two years of relevant accounting employment, verified by your supervisor or manager and reviewed by a current Chartered Accountants ANZ member.



Getting Started

An AT designation can be used as a development tool to help motivate, retain or attract new team members with career development opportunities.

Support each of your team members to:

- verify their work experience
- support training to build practical skills
- contribute towards course or membership fees.

Find out more

For more information go to charteredaccountantsanz.com/at or register your team's interest in AT by emailing atcollege@charteredaccountantsanz.com

In the Spotlight: Experience pathway:

- Designed for employees with five or more years of relevant accounting employment.
- Encourage your employees to prepare their application and supporting evidence.
- Evidence and employment history is verified by a Referee (Manager)/ Chartered Accountants ANZ full member.
- Small gaps in competence can be filled with top-up study or workplace training.
- 12 months to complete the Assessment of Competence and Professional Ethics (PETH).

Experience pathway

How to apply:

PART 1

Apply for Provisional AT Membership

- Five or more year's relevant accounting employment and a Chartered Accountants ANZ member (Referee)
- Provisional AT Member



PART 2

Within 12 months complete an Assessment of Competence and Professional Ethics (PETH)

- Collate evidence
- Evidence and employment history verified
- Submit Application and complete Professional Ethics (PETH)



TOP-UP STUDY NEEDED?

- NO** • Apply for full AT membership
- or**
- YES** • Upskill with top-up study or workplace training
- Apply for full AT membership