



The Institute of Chartered Accountants of Nepal



Accounting Technician Education

Exploring Opportunities for the Qualified Accountants

AT

ICAN at a Glance

The Institute of Chartered Accountants of Nepal (ICAN), an autonomous body, established under an Act, The Institute of Chartered Accountants Act 2053, is entrusted by the statute to promote and regulate the accounting profession in the country. ICAN is committed to contribute in the economic development of the country and to undertake the responsibility of leadership on matters of public interest, submission of constructive suggestions on legislation and Government policy and enhancement of social recognition and faith in the accounting profession. The Institute provides access to Chartered Accountancy and Accounting Technician education to the aspiring students. The members of the Institute provide professional accounting services and Institute aspire to equip them with the expertise for professional excellence. Accounting Technician Board, formed as per Rule 101 of Nepal Chartered Accountants Regulation 2061 is entrusted with the responsibility to look after all the affairs related with the Accounting Technician Education within the preview of Bye-laws approved by the Council of the Institute in this regard.



The Institute, having its Head Office located at ICAN Marg, Satdobato, Lalitpur, has a network of six Branch Offices within the country and has two foreign Chapters in Australia and United States of America (USA). The Institute is a member of the International Federation of Accountants (IFAC), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA). The Institute has signed

Mutual Recognition Agreements, Memorandum of Understandings and Mutual Collaboration Agreements with following International Institutions:



Accounting Technician- As a Profession

Accounting Technician Course is a foundation to understand basic theoretical and practical aspects related with accounting and finance and provides the student with all necessary technical skills and knowledge required to understand its practical applicability. It has a combination of theoretical study and practical experience designed to build a greater understanding and experience in the field of Business Accounting & Cost Management, Audit and Assurance, Corporate Laws and Taxation.

Accounting Technicians are qualified accounting professionals that work at all levels of Finance and Account Department. They can work in all types of organizations as accounting professionals. They can be involved in the day-to-day practical work of accountancy and can play a key operational role in



producing reliable financial information in any Entities. Accounting Technicians can perform a wide range of finance roles, from account staff to financial controller and beyond. They can do jobs related to Financial Accounting and Budgeting, Cost Accounting and Credit Control, Payroll Administration and Tax Returns. More experienced Accounting Technicians may often perform senior managerial tasks. In a small company, they may be the only qualified employee looking after the finance function; while in a larger company, they may be working as part of a team alongside other professional accountants. While they are not accountants, they can perform many of the same functions

and are qualified to take accounts beyond trial balance stage, as well as prepare a full set of Financial Statements.

Government policies and economic models can play a vital role in influencing the direction of development. Where governments are pushing for accountancy reforms, in both public or private sectors, and the value of a mid-tier accountancy stream is considered important, the Accounting Technician segment is supported and thrives better.

Accounting Technician is a global term which describes professionals performing general accounting roles, who are subject to CPD (Continue Professional Development), ethical requirements etc. Accounting Technicians are practical, technically focused and appropriately qualified accountants, essential to the overall accountancy profession.

Accounting Technicians can prove their worthiness in multiple sectors including:



- Manufacturing sector,
- Local and central governmental agencies,
- Health service sector
- Financial services including banking and insurance sector,
- Private accountancy firms,
- Real estate sector,
- Other Public and Private companies,
- Other business houses.

Accounting Technicians can perform financial roles as consulting services including:

- Financial accounting and budgeting,
- Costing and credit control,
- Payroll administration and tax returns,
- Senior managerial tasks,
- Account and financial consulting,
- Corporate finance,
- Tax planning etc.



Many Accounting Technicians enroll in further study, using the qualification and the exemptions they have been provided as per The Nepal Chartered Accountants Rule, 2061 and AT Byelaws, 2067, as a steppingstone for progressing to become a Qualified Chartered Accountants.

How to become Accounting Technician?

The AT education in Nepal was introduced in the year of 2010 AD for the mid-level segment of the accountancy profession. The education comes under the purview of an AT Board governed by ICAN under Nepal Chartered Accountants Act 2053 and Nepal Chartered Accountants Rule 2061. Completing the course offered by the Institute passing its final examination and acquiring 18 months of practical training & other trainings, one can become an Accounting Technician.

Eligibility to enroll in Accounting Technician Course:

- Graduate/ Post Graduate in Commerce/Management or with minimum 50% aggregate score in other faculties, or
- Passed CAP I Level examination of Chartered Accountancy Course.



Accounting Technician Byelaws has mentioned other procedures and pathways to become an Accounting Technician for Chartered Accountancy Students.

Accounting Technician Course is supported by:

- 18 Months' Articleship Training,
- 100 Hours Information Technology Training, and
- 15 Days General Management and Communication Skill (GMCS) Training.

Subject offered in Accounting Technician Course:

Accounting Technician Course of the Institute covers the following subjects:

Papers	Subjects	Marks
First Paper	a. Advance Accounting,	60
	b. Management Accounting	40
Second Paper	Audit and Assurance	100
Third Paper	Corporate and Other Laws	100
Fourth Paper	Tax Laws	100
	Total	400



Students should obtain 40 marks in each subject and 45% in aggregate to pass the examination.

Fee Structure

Registration fee for the Accounting Technician is as determined by the Accounting Technician Board. The registration fee shall not be refundable. The total fee to be paid at the time of registration of Accounting Technician Course is NPR 23,100 (full payment) and it is subject to change. The fees can be paid in lump sum at the time of registration or can be paid on an instalment basis subject to payment of 2nd installment within earlier of six months from the date of registration or submission of examination form.



Eligibility Test / Online Pre-test Examination

To be eligible to appear in the final examination of Accounting Technician Education, students are required to pass the Eligibility Test as prescribed by the Institute. The modality of the test has been modified to online pretest examination which was physical earlier.



Operational Guidelines and Tutorial Video to appear in the pretest examination has been provided on the ICAN website. Students should pass the online pretest examination of all subjects to be eligible to appear in the final examination **two months** earlier. Students should pass the online pretest examination by **December** end for being eligible to appear in the final examination of **March** and by **June** end for being eligible to appear in the final examination of **September**. A student must pass the Eligibility Test within **three years** from the date of registration. Student's

registration is subject to cancellation if they fail to pass the Eligibility Test within the stipulated duration of **three years** from the date of registration. However, such a student can be re-registered as de-nova.

Practical Training (Articleship Training)

18 Months Practical Training is mandatory and unique requirement in order to qualify the Accounting Technician qualification. Accounting Technician students can make the best use of the practical training period working with Practising Chartered Accountant members or Registered Auditors (B Class) of the Institute. Students may undergo the articleship training after



qualifying the AT examination or may start at the time of registration. Student may be eligible to get exemption up to six months from undergoing practical training if the student has passed post graduate examination in Commerce/Management or has 2 years of work experience in supervisory level in Accounts and Finance department at government/public/private/non-government organization. Policies and procedures to provide exemption in 18 months' practical training for Chartered Accountancy Students has been prescribed in AT Byelaws.

Information Technology (IT) Training

100 Hours Information Technology Training has been prescribed as mandatory for the Accounting Technician. The course includes training on use of Microsoft Word, Excel, Power Point, Database Management System, and Accounting Package & Computer Aided Audit Techniques. The 100 hours of IT Training has been divided into two parts as Basic Level Course of 60 Hours and Advanced Level Course of 40 Hours. Students should pass the 100 Hours of IT Training before appearing the final examination.



General Management and Communication Skills (GMCS) Training



Fifteen days General Management and Communication Skills (GMCS) Training has been prescribed to equip the Accounting Technicians with interpersonal and management skills as well as to provide exposure of contemporary issues in the dynamic socioeconomic scenario. This training is a prerequisite for being eligible for Accounting Technician.

Examination

Registration for Accounting Technician continues throughout the year. However, examinations are held twice a year, one in **March** and another in **September**. For appearing in the **March** examination, registration should be done on or before the end of **August** of immediate previous year. For appearing in the **September** examination, registration should be done on or before the end of **February** of the same year.



Scholarship, Awards and Insurance Facilities



The Institute has established a Scholarship Fund to provide scholarships to the needy and deserving students by allocating 5% of the registration fees collected from the students during a year and has set up a designated Scholarship Fund to support the students financially in case they are affected by natural disaster or pandemic.

Library Facilities

Students can enjoy all library facilities including professional books, guidance notes and other reference materials as per library procedure. Students are required to use their identity cards issued by the institute for access into library.

