



Accounting
Technicians
Ireland

CPD PROGRAMME 2022



WELCOME

We would like to welcome you to Accounting Technicians Ireland CPD Prospectus 2022.

We would firstly like to thank you for your continued support throughout 2021. It was another unprecedented year of professional and personal upheaval. The Covid 19 pandemic has continued to challenge us to become more versatile, and to embrace new technologies and new ways of working.

As part of your 2022 Member benefit package, we are delighted to offer a full programme of lunchtime webinars presented by leading industry experts along with a suite of self-paced online CPD available on demand via your MyCPD portal (in your Touchpoint account).

Divided into 5 streams, this year's programme offers ample opportunities to acquire in-demand skills and competencies. Our CPD programme encompasses: Technical Refresh and Advancements; Technology Trends; Ethics and Regulatory; Professional Skills; and Personal Development.

We look forward to continuing to support your professional and personal development needs this year online so that you can stay safe and well.

MEMBER EXPERIENCE TEAM

We live in a rapidly changing world where legislative, social and economic developments directly affect the environment in which Accounting Technicians live and work, and where technological advances provide radically different ways of working. Accounting Technicians Ireland's (ATI) CPD policy and course provision provides a means whereby our members can keep abreast of these changes, be more effective in work and future proof their career.

THIS MANDATORY CPD PROGRAMME APPLIES FROM 1 JANUARY 2022

Meeting your annual CPD requirements is necessary to ensure maintenance of your professional competence and designation status. All of your CPD activity should maintain professional knowledge and skills at the level required to ensure that clients and employers receive competent accounting technician professional service.

- Complete 15 hours of ATI approved CPD per calendar year.
- This must include 1 hour of ethics
- Actively participate in ATI's CPD scheme

LEARNING OUTCOMES

Completion of a CPD topic should correspond to at least one of the listed learning outcomes.

1. Demonstrate awareness of the dynamic nature of the role of an Accounting Technician in the modern work environment and an understanding of the significance of continuing professional and personal development.
2. Explain and apply technical and regulatory changes and updates as they may apply to any of financial accounting, management accounting, taxation, business law, business management, and the general economic and business environment.
3. Understand and apply developments in software applications and information technologies generally as they may affect the work and skills of a member of ATI.
4. Demonstrate awareness of the evolving professional and ethical environments in which members of ATI typically work.
5. Understand the significance of personal development and how personal development complements the functional aspects of a member's professional development.
6. Reflect on own personal development achievements and future personal development needs in the context of life goals and work commitments.

PROFESSIONAL DEVELOPMENT

The objective of professional development is to improve knowledge, understanding, skills and competencies, such that an individual is effective and efficient in a workplace environment.

For ATI members, the focus of professional development includes the following:

- Specialist knowledge of overarching principles, concepts and frameworks as they relate to accounting, taxation, business management and business law.
- Appropriate application of methods, techniques and analytical tools as they would be expected of members in relation to accounting, taxation, business management and business law.
- Ability to contribute and participate in the development and evaluation of business information systems with which members would typically work.
- Ability to interpret financial and non-financial data and to communicate effectively with stakeholders in the immediate and broader work environment.
- Understanding of what it means to work as a subject matter expert in a 'professional' work environment and an awareness of the ethical framework within which members undertake professional roles and responsibilities.
- In short, professional development ensures that members acquire and maintain the functional expertise required to carry out an occupational role successfully.



TECHNICAL REFRESH & ADVANCEMENTS



PREPARING MANAGEMENT ACCOUNTS

Description

A one-hour session providing advice and guidance on how to prepare management accounts:

- Considering the full process, where to start and the steps to take.
- How to deal with the administration of the process.
- How to post accounting adjustments
 - Accruals
 - Prepayments

- Accrued and deferred income
- Depreciation.

- Balance Sheet reconciliations – where to start
- How to analyse the data produced, and provide useful information to stakeholders

Trainer: Louise Gorman, BBSNI

Date: 09/02/22



(NI) PREPARING AND MANAGING PAYROLL

Description

A one-hour session providing advice and guidance on the preparation and management of payroll in Northern Ireland, including:

- Processing Starters and Leavers
- The importance of processing and payment dates
- HMRC, what information you need to provide
- Employee Tax Codes – what are your responsibilities
- Small Employers Relief – do you qualify and what it means

- Employer Allowance – do you qualify and what it means
- Statutory Sick Pay – how it works
- Statutory Maternity, Paternity and Adoption pay – how it works
- Attachments of Earnings orders – how they work
- Salary Sacrifice – what you need to know
- Posting a payroll journal
- Holidays – keeping records through payroll

Trainer: Louise Gorman, BBSNI

Date: 09/03/22



THE REVENUE AUDIT

Description

- Review of recent revenue projects
- Introduction to Revenues Risk Evaluation Analysis and Profiling (Reap) system

- Tips and pitfalls for dealing with revenue audits
- Work through of pre audit revenue checklist

Trainer: Ralph Smith, Do My Books

Date: 06/04/22



VAT UPDATE

Description

- Introduction to a risk based approach to VAT returns
- VAT changes in finance bill 2021
- VAT considerations post Brexit
- Current VAT issues

Trainer: Ralph Smith, Do My Books

Date: 18/05/22



TAX TREATMENT OF EMPLOYEE EXPENSES

Description

This presentation will outline the main rules in relation to the tax treatment of employee expenses, to include:

- Tax relief for expenses incurred in employment
- Conditions relating to Travel and Subsistence Rates
- Absences Outside the State
- eWorking Expenses
- Removal and Relocation Expenses

Trainer: Ciaran Doherty, IPASS

Date: 15/06/2022



MANAGING YOUR PURCHASE LEDGER

Description

A one-hour session to consider how best to manage your purchase ledger, including:

- Understanding requisition
- Supplier selection – the how and why
- Identify the benefits of creating a Purchase Order (PO)
- Understand the importance of Good Received Notes
- Explore the accounting transaction booked when a Goods Receipt is posted to a Purchase Order
- Recognise the pros and cons and differences between PO and Non-PO invoices.
- Understand the 3-way matching process used by accounts payable and the issues we face
- The administration process
- What can go wrong

Trainer: Louise Gorman, BBSNI

Date: 07/09/22



(NI) SUBMITTING YOUR VAT RETURN

Description

One-hour session to consider how to prepare and submit a VAT return in Northern Ireland, including:

- The different Vat schemes – are you using the best one available to you?
- Reviewing and analysing the data – what to look for
- Making corrections and adjustments – before submission
- Checking your figures – a simple sense check
- Common errors
- Making corrections after submission – the when and how
- Bad Debt and VAT
- Unpaid supplier invoices – what this means for VAT

Trainer: Louise Gorman, BBSNI

Date: 05/10/22

TECHNOLOGY TRENDS



MEMBER CPD
WEBINARS

Data Analytics for
Business Decision
Making

DATA ANALYTICS FOR BUSINESS DECISION MAKING

Description

Our Data Analytics workshop gives learners an overview of data analytics and actionable recommendations, including planning for a bigger focus on Data Analysis in decision making.

Companies need to make business decisions more quickly and accurately than ever before. These decisions should be based on data and best

practice analysis techniques and less on gut feel and “the way we’ve always done it.”

In our 1hr Webinar, we will look at the essential techniques and methodologies used to gather and assess data and help learners to identify effective decision making strategies.

Trainer: Pauline Dallaghan, DCM the Learning Experts

Date: 23/02/22



MEMBER CPD
WEBINARS

Financial
Modelling

FINANCIAL MODELLING

Description

- What is a financial model
- Excel tips for financial modelling
- Financial Modelling best practises

- Simple gross margin financial model
- Income statement financial model work through

Trainer: Ralph Smith, Do My Books

Date: 02/11/2022



MEMBER CPD
WEBINARS

Safeguarding your
Digital Financial
Well Being

SAFEGUARDING YOUR DIGITAL FINANCIAL WELL BEING

Description

- Cybercrime
- Common Tactics
- Best Practice
- Talking to kids about security

Trainer: Aileen Morrissey, Bank of Ireland

Date: 04/05/2022



MEMBER CPD
WEBINARS

Data Analytics
for Accounting
Technicians

DATA ANALYTICS FOR ACCOUNTING TECHNICIANS

Description

- Quick introduction to data analytics
- How to quickly turn data dumps into simple graphical information
- Work through in excel of some common scenarios (Worksheets provided to attendees)
- Overview of software tools available

Trainer: Ralph Smith, Do My Books

Date: 21/09/22



CYBER SECURITY: WHAT YOU NEED TO KNOW

Description

- Introduction to cyber security for accounting technicians
- How to minimise digital risk personally and at work
- Current Cyber security issues
- Best security practises for accounting technicians

Trainer: Ralph Smith, Do My Books

Date: 19/10/22



TECHNOLOGY TRENDS FOR ACCOUNTING TECHNICIANS

Description

- Technology tips to work smarter
- Examine emerging technologies which will affect the accounting industry
- Understanding what current technology can and cannot do
- How artificial intelligence will change the way we work

Trainer: Ralph Smith, Do My Books

Date: 26/10/22



ETHICS AND REGULATORY



ANTI-MONEY LAUNDERING

Description

The latest anti-money laundering (AML) and counter-terror legislation in Ireland, the Criminal Justice (Money Laundering and Terrorist Financing) Acts 2010 to 2021 became law on 23 April 2021.

It brings into place additional requirements for accountants in practice (and certain other 'designated bodies' like estate agents, legal

firms, financial services entities among others) to be supervised for AML purposes and comply with the legislative requirements.

This presentation explains, succinctly, what you need to know and do, without getting bogged down in the jargon.

Trainer: John McCarthy, John McCarthy Consulting

Date: 16/02/2022



AUDIT COMPLIANCE

Description

This presentation is aimed at busy audit staff and will cover the latest important changes to the auditing standards (ISAs) that will impact your audit work during 2022, especially as it impacts the 31 December 2021 period end.

The course is aimed at you if you work in audit at an external audit firm, or If you wish to become involved or knowledgeable in this area.

Trainer: John McCarthy, John McCarthy Consulting

Date: 23/03/22



ETHICS IN AUDIT

Description

This presentation covers the latest important changes to the auditing ethical standards that came into effect from 15 July 2021.

It will cover the new ethical requirements that apply to audit firms. One such change is the brand new requirement for audit firms to self-report any ethical breaches that have occurred to:

- their respective regulators:

- the Irish Audit & Accounting Supervisory Authority and
- to their audit clients.

The course is aimed at you if you work in audit, at an external audit firm, or if you wish to become more knowledgeable in this area.

Trainer: John McCarthy, John McCarthy Consulting

Date: 11/05/22



FRS 105 VS 102

Description

FRS 105 is the accounting standard that is aimed at Irish micro entities that have less than 10 employees (among other criteria), while FRS 102 has two sections:

- Section 1A for 'small' entities with turnover up to €12m (among other criteria) and
- The rest of FRS 102 for 'medium' and 'large' entities (as defined in the Companies Act, 2014).

This presentation is aimed at busy accountants in business and in

practice who prepare annual financial statements, perhaps for audit exempt entities or for their auditors to scrutinise or for those who wish to become more knowledgeable in this area.

The course will quickly point out the differences, especially between FRS 105/102 Section 1A, and the benefits/drawbacks of using either option.

Trainer: John McCarthy, John McCarthy Consulting

Date: 01/06/22



RISK MANAGEMENT FOR CAREER ENHANCEMENT

Description

A really important aspect of managing projects well is putting some time into looking at what might go wrong - managing risk.

Learn some easy, practical ways to reduce the risks which can affect your projects, and enhance your career by delivering more on time projects!

Trainer: Joe Houghton, Houghton Consulting

Date: 30/11/2022



PROFESSIONAL SKILLS



BUILDING YOUR LINKEDIN PROFILE FOR PROFESSIONAL SUCCESS

Description

LinkedIn is a powerful platform - but are you putting it to its best use?

In this practical session, Liam Horan of Sli Nua Careers will offer tips to enhance your LinkedIn profile and enable it to work better for you either

in your current role or to help you get a new position.

During the session, you can work directly on your profile to maximise the value of the hour

Trainer: Liam Horan, Sli Nua Careers

Date: 13/04/2022



PRESENTING FINANCIAL INFORMATION

Description

This focused, 1hr Webinar will show you which visuals work best for different financial messages you need to communicate.

This 1hr Presenting Financial Information Webinar is designed to help finance professionals successfully

manage their presence, information and audience interaction when conveying complex data and concepts to both financial and non-financial audiences.

Trainer: Paul Doherty, DCM the Learning Experts

Date: 30/3/22



PLANNING FOR RETIREMENT AND MID-CAREER FINANCIAL PLANNING

Description

Why plan for retirement?

- Life expectancy from age 65.
- State pension and other benefits.
- Creating financial comfort and peace-of-mind in retirement.

High level mid-career financial planning.

- Desired outcome in retirement.
- Current situation.
- Bridging the gap between current situation and desired outcome.
- Pre-retirement planning – investment categories, risk, decisions and objectives.

Retiring from a pension scheme.

- DB V DC.
- ARF and AMRF.
- Tax considerations.

Post-retirement financial planning.

- Life expectancy.
- Investment decisions.
- Financial management and household budgeting.

Non-financial retirement planning.

- Legal matters.
- Holistic planning – creating a happy, meaningful and fulfilling retirement.

Trainer: Kevin Kenny, Retirement Planning Council of Ireland

Date: 27/04/2022



SCOPING YOUR PROJECT

Description

This practical session provides clear steps for setting up any project for success by scoping the outcomes effectively. Poor scoping is one of the leading effectors of poor project performance, so getting this early

stage right first time will save much heartache later on!

Set your projects up for success with this session!

Trainer: Joe Houghton, Houghton Consulting

Date: 08/06/2022



RETENTION & RECRUITMENT

Description

In this hour if you are hiring for your team or looking to retain your team members, there will be something in this presentation for you. How to improve your current recruitment &

retention process that will keep you one step ahead!

Trainer: Rachel Tubridy, People Source

Date: 22/06/2022



SELF EMPLOYMENT FOR ACCOUNTING TECHNICIANS

Description

- Full work through of what you need to do to become self employed
- Pricing to ensure a successful trade
- Guidance on software set ups
- Common pitfalls of self employed accountants and book keepers

Trainer: Ralph Smith, Do My Books

Date: 07/12/22

PERSONAL DEVELOPMENT

For ATI members personal development goes beyond functional competencies in accounting, taxation, business management and business law. Whereas personal development is often a feature of success in a work environment, it is equally applicable to the challenges in life in general i.e. in and out of the workplace.



POSITIVE MENTAL HEALTH CONVERSATIONS IN THE WORKPLACE

Description

A 55 minute webinar including Q&A exploring the topic of mental health management, self-awareness, stress triggers and easing daily stress with mindfulness and other positive tools. Challenging our "inner critic" and adopting a growth mindset

with positive affirmations and a basic understanding of Cognitive Behavioural Therapy. Practical suggestions to improve mental health including healthy lifestyle habits to support a busy lifestyle.

Trainer: Niamh O'Connell, The Wellness Clinic

Date: 02/02/22



SUSTAINABLE WORKPLACE WELLBEING

Description

A 55 minute webinar including Q&A exploring the topic of a sustainable workplace that supports the wellbeing needs of the individual without losing productivity or workflow. Exploring the ideas of flexible hours, a flexible work week, inter-company dynamics that

support the individual and their needs for mental and physical health. Time-management and communications skills with a solid EAP for support and acknowledgement of the diverse ever-changing needs of the work-force.

Trainer: Niamh O'Connell, The Wellness Clinic

Date: 02/03/22



WORKPLACE RESILIENCE

Description

This session offers an hour of calm introduction to some proven, effective techniques to use to de-stress your working day. All the techniques are easy to use and practice, and are grounded in solid scientific theory.

We are all stressed and overloaded at times - this session will give you the tools to cope better and re-focus.

Trainer: Penny Houghton, Houghton Consulting

Date: 25/5/2022



CONFLICT RESOLUTION IN THE WORKPLACE

Description

Conflict negotiation is not just essential but also unavoidable. This session is to help you understand what conflict is and how, in a changing work environment, conflict can spiral if not handled effectively.

Our 1 hour Conflict Resolution in the Workplace webinar will demonstrate and teach correct conflict negotiation

principles, help you manage any conflict situation and enable you to deal with conflicts in a clear, rational, assertive, and non-aggressive manner.

During the session we will look at the destructive nature of conflict and review methods of dealing with potential conflict and current conflict.

Trainer: Maura O'Toole, DCM the Learning Experts

Date: 14/09/22



MORTGAGE PLANNING

Description

- Mortgages, what you need to know
- Demonstrating affordability
- Getting Started – Start Saving
- Key Documents

Trainer: Aileen Morrissey, Bank of Ireland

Date: 12/10/2022



E-LEARNING

CPDgo

In addition to our live offering, we provide 22 hours of self-paced options through our CPD partner provider, accountingcpd.net, accessed via your MyCPD portal. These include 52 weekly 15-minute CPDgo Bites on various topics including:

TAX

Brexit
Corporation tax - payment and filing obligations
Finance Act 2020
Relevant contracts tax
Revenue audits

FINANCIAL AND NON-FINANCIAL REPORTING

Accounting for Coronavirus
IFRS updates
Irish GAAP updates
Integrated reporting / sustainability reporting

TECHNICAL SKILLS

Anti-money laundering
Audit
Post-pandemic finance

TECHNOLOGY

Digital transformation
Excel updates
Project management

PROFESSIONAL SKILLS

Communication
Creativity
Managing conflict
Problem solving
Ethics

NEW 1 HOUR COURSES FOR 2022:

- Decision Making in a Crisis
- What is Ethics
- Leading the Post-Pandemic Finance Function
- IFRS: Interim Reporting

NEW CHOICE OF 4 HOUR COURSES FOR 2022:

- Cyber Security Risk Management
- Thinking Strategically
- Creating Dashboards in Excel
- Managing Change and Transformation

Please ensure that you have registered by logging into your member portal, launching MyCPD and selecting 'Online Accounting CPD and Bites' provided by accountingcpd.net

CPD LUNCH-TIME SERIES

COURSE CODE	DATE	COURSE NAME	PRESENTER	COMPANY	STREAM
CPD202217	02/02/2022	Positive Mental Health Conversations in the Workplace	Niamh O'Connell	The Wellness Clinic	Personal Development
CPD202203	09/02/2022	Preparing Management Accounts	Louise Gorman	BBSNI	Technical Refresh and Advancements
CPD202225	16/02/2022	Anti-Money Laundering	John McCarthy	John McCarthy Consulting	Ethics and Regulatory
CPD202214	23/02/2022	Data Analytics for Business Decision Making	Pauline Dallaghan	DCM the Learning Experts	Technology Trends
CPD202218	02/03/2022	Sustainable Workplace Wellbeing	Niamh O'Connell	The Wellness Clinic	Personal Development
CPD202204	09/03/2022	NI Preparing and managing payroll	Louise Gorman	BBSNI	Technical Refresh and Advancements
CPD202226	23/03/2022	Audit Compliance	John McCarthy	John McCarthy Consulting	Ethics and Regulatory
CPD202215	30/03/2022	Presenting Financial Information	Paul Doherty	DCM the Learning Experts	Professional Skills
CPD202210	06/04/2022	The Revenue Audit	Ralph Smith	Financetraining.eu	Technical Refresh and Advancements
CPD202229	13/04/2022	Building your LinkedIn Profile for Professional Success	Liam Horan	Sli Nua Careers	Professional Skills
CPD202222	27/04/2022	Planning for Retirement and Mid-career Financial Planning	Retirement	Planning Council of Ireland	Professional Skills
CPD202201	04/05/2022	Safeguarding your Digital Financial Well Being	Aileen Morrissey	Bank of Ireland	Technology Trends
CPD202227	11/05/2022	Ethics in Audit	John McCarthy	John McCarthy Consulting	Ethics and Regulatory
CPD202211	18/05/2022	VAT update	Ralph Smith	Financetraining.eu	Technical Refresh and Advancements
CPD202221	25/05/2022	Workplace resilience	Penny Houghton	Houghton Consulting	Personal Development
CPD202228	01/06/2022	FRS 105 vs 102	John McCarthy	John McCarthy Consulting	Ethics and Regulatory
CPD202219	08/06/2022	Scoping your project	Joe Houghton	Houghton Consulting	Professional Skills
CPD202224	15/06/2022	Tax Treatment of Employee Expenses	IPASS	Ciaran Doherty	Technical Refresh and Advancements
CPD202223	22/06/2022	Retention & Recruitment	People Source	Rachel Tubridy	Professional Skills
CPD202205	07/09/2022	Managing your purchase ledger	Louise Gorman	BBSNI	Technical Refresh and Advancements
CPD202216	14/09/2022	Conflict Resolution in the Workplace	Maura O'Toole	DCM the Learning Experts	Personal Development
CPD202212	21/09/2022	Data Analytics for Accounting Technicians	Ralph Smith	Financetraining.eu	Technology Trends
CPD202206	05/10/2022	NI Submitting your VAT Return	Louise Gorman	BBSNI	Technical Refresh and Advancements
CPD202202	12/10/2022	Mortgage Planning	Aileen Morrissey	Bank of Ireland	Personal Development
CPD202213	19/10/2022	Cyber Security: What you need to know	Ralph Smith	Financetraining.eu	Technology Trends
CPD202208	26/10/2022	Technology Trends for Accounting Technicians	Ralph Smith	Financetraining.eu	Technology Trends
CPD202207	02/11/2022	Financial Modelling	Ralph Smith	Financetraining.eu	Technology Trends
CPD202220	30/11/2022	Risk Management	Joe Houghton	Houghton Consulting	Ethics and Regulatory
CPD202209	07/12/2022	Self Employment for Accounting Technicians	Ralph Smith	Financetraining.eu	Professional Skills



CPD PROVIDERS 2022



THE WELLNESS CLINIC





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