



## Accounting and Tax Manager vocational qualification

 Formation éligible  
au CPF

 Formation réalisable  
en alternance

Toulon

### The benefits of training

- learning activities based as closely as possible on the conditions in which the profession is practised.
- a personalised pathway at the heart of a group learning system.
- validation throughout the support pathway based on and programmed according to the progress made by each individual.
- preparation for the final professional placement test thanks to numerous professional micro or macro simulations.  
1st training session, we have no Quality indicators.

## TRAINING

### OBJECTIVES

The accounting and tax manager draws up the various accounting and tax documents required for the company's annual or multi-year asset and management analysis.

On completion of this training course, the trainee will be able to meet all the requirements of the position:

- Typing entries, analysis forming part of internal control
- Periodic, monthly, quarterly or annual inventory work
- Presentation of periodic accounts
- Management of company taxation (VAT, Operating taxation) taking into account complexities such as those relating to territorial conditions (new business, urban free zones, rural revitalisation zones...)
- Analysis of accounts using ratios and restatement of accounting items to highlight management elements enabling the decision-maker to define an action plan
- Carrying out all accounting and management work
- Relations with customers, suppliers, financial organisations, tax and social security authorities
- Use of software specific to his/her activity and, more generally, office automation tools (spreadsheets, means of communication and digital transfer)

### PROGRAMME

**BC 01 - Certificate of competence- Drawing up and presenting periodic and annual accounting statements**

Determining inventory transactions for closing the accounts

Reviewing and validating annual accounts

**BC 02 - Certificate of competence -Drawing up and checking tax returns**

Drawing up, checking and validating periodic tax returns

Drawing up, checking and validating annual tax returns

**BC 03 - Certificate of professional competence -Drawing up and presenting business activity forecasts**

Analysing summary accounting statements

Drawing up and presenting budgets and financial forecasts

### VALIDATION

- Professional qualification from the Ministry of Labour Level 5 (BTS)

+ d'informations sur cette certification (RNCP37949, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur :

<https://www.francecompetences.fr/recherche/rncp/37949/>

## WHO SHOULD ATTEND?

### AUDIENCE

All audiences

### PREREQUISITES

Level IV (baccalauréat or Min du travail professional qualification) in accounting or Level Bac+1 with proven writing skills, with a good ability to analyse administrative or legal texts.

## EDUCATIONAL ORGANISATION

### SESSION DATES

Nous consulter

FINANCEMENT FRANCE TRAVAIL  
DIVERS FINANCEMENTS

### DURATION

Maximum total duration of 936 hours, including 140 hours in a company and 796 hours at the training centre. The duration of the course is indicative and will be determined according to your profile.

### WORKFORCE

12 people

## TEACHING METHODS, EQUIPMENT AND FOLLOW-UP

### Teaching method

- Fully classroom-based training

### Teaching methods

- Personalised course
- Combined face-to-face and distance learning
- Classroom examination

### Equipment

- Room equipped with networked computer workstations
- Unmarked room with video projector

### Monitoring and individualisation

Positioning upstream of entry into training.

For beneficiaries with disabilities: possible adaptation of training and certification procedures, support by the TH referent.

In order to improve the quality of our service, you can send us your suggestions or complaints using the form available on our website.

## EXPERTISE OF PARTICIPANTS

Education Nationale certified teachers, Bac +3 trainers with significant experience in adult training, professional speakers.

Trainers experienced in individualising learning.

## ASSESSMENT AND CERTIFICATION PROCEDURES

Course evaluations (ECF)

Professional portfolio

Interview with a professional jury

Possibility of validating one or more skill blocks

## FINANCING

### RATE

Total price incl. VAT : 9135.00 euros

Hourly rate incl. VAT : 9.76 Hourly rate including VAT: euros 9.76

. This price is indicative and non-contractual. Depending on your status, this training course may be fully financed.

Contact us.

## FINANCING

### Session from 01 January 2025 to 31 December 2025

Training on a sandwich course basis (apprenticeship or professional training contract).

Training eligible for the CPF.

This training course benefits from specific funding from France Travail (places allocated subject to conditions).

However, it is open to anyone who meets the prerequisites. It is organised as a sandwich course, which means that it can be taken by people on professional training or apprenticeship contracts. Contact us for more information.

## HOW DO I REGISTER?

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Positioning test by appointment.

Interview by appointment.

Training is available between 15 and 45 days before the start of the course, depending on the funding body. Please contact us.

## GROUP INFORMATION MEETING

Contact us to register for a meeting.

## AFTER THE COURSE

Insertion into employment in chartered accountancy firms or companies that manage their accounting and tax activities in-house.

Continuation of studies at levels 6 and 7: Diplôme de Comptabilité et Gestion (DCG) and Diplôme Supérieur de Comptabilité et Gestion (DSCG)

## AMENITIES

### Access for people with disabilities

Accessible to people with disabilities

The GRETA premises are on the ground floor and are therefore accessible to the general public.

### Catering

Access to the Lycée canteen + cafeteria only during school periods.

### Transport

Réseau Mistral bus route - Lines 9 and 31

## PRACTICAL INFORMATION

## CONTACTS

Michèle CARASCO - Co-ordinator - Référént Handicap  
T. 04 94 20 92 05 | greta.var-rouviere@ac-nice.fr

## PLACE OF TRAINING

Lycée Rouvière | Rue Henri Sainte Claire Deville | 83000 Toulon

## ORGANIZATION

### **GRETA du Var**

Headquarters : Lycée Technique Régional Paul Langevin 83514 La Seyne sur Mer Cedex

Public reception Monday to Friday from 09.00 to 12.00 and from 14.00 to 17.00

Business registration number : 9383P000883