

**Start your career in  
digital accounting!**

## **ADMINISTRATIVE AND ACCOUNTING ASSISTANCE**

### **Certified training**

*A modern, practical qualification for digital accounting and  
administrative roles in Luxembourg!*



**318 hours**  
of training



**4 weeks**  
internship



**Software**  
Sage BOB, Peppol,  
Office 365, AI tools

**2 sessions in 2026:**



**Course:** February-April  
**Internship:** May



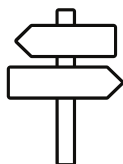
**Course:** August-November  
**Internship:** Nov- Dec



**Career opportunities:** accounting assistant, administrative / billing assistant, management assistant, back-office assistant, executive secretary (in fiduciary firms, SMEs, non-profit organizations, government agencies, etc.)



**Target audience:** Job seekers with a high school diploma and/or administrative experience; or young professionals with little work experience; French level B2



**Admission :**  
Registration via ADEM and participation in an information session and a selection interview



The professional training program is funded by the Ministry of Labour. It is free of charge for participants.



LE GOUVERNEMENT  
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Ministère du Travail



# ADMINISTRATIVE AND ACCOUNTING ASSISTANCE

## Certified training

At the end of the training, you will be able to:

- ✓ Record and process routine accounting transactions
- ✓ Manage invoicing, payments, and digital archiving
- ✓ Use accounting software and AI-assisted digital tools
- ✓ Communicate effectively between departments and ensure data security
- ✓ Contribute to the digital transformation of administrative and financial processes

Program and schedule:

The courses are organized by Zarabina and are divided into four thematic blocks:

### Fundamentals & digital tools (72 hours)

- Advanced office software (Microsoft 365)
- Collaboration, organisation & digital document management
- Artificial Intelligence (ChatGPT, Copilot)

### Practical application with Sage BOB (102 hours)

- Data entry & automation
- Payments & bank reconciliations
- VAT, tax returns & FAIA
- Financial reports & dashboards

### Luxembourg accounting (84 hours)

- Day-to-day accounting & PCN, cost & budget accounting
- Taxation & Luxembourg legal framework
- Payroll management, electronic invoicing

### Organisation & applications (60 hours)

- Time and priority management
- Competence management, applications and interview preparation
- Internship preparation



30 hours per week, 2.5 months  
Monday to Friday, 9:00 a.m. to 3:00 p.m.



Zarabina asbl, 27, rue Emile Mayrisch  
L-4240 Esch-sur-Alzette

After the theoretical part, you will complete a professional internship:

- Placement organized by Zarabina in a partner company (fiduciary firm, SME, ASBL)
- Objective: practical application of accounting and administrative skills
- Feedback interview at the end of the internship



40 hours per week, 4 weeks  
Hours depend on the host company



Depends on the host company



Total duration : 3.5 months  
Number of participants per session: 12  
Tools provided: laptop, course materials



**Interested?**

**Contact your ADEM advisor directly and register for our information session.**



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