



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

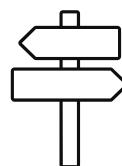
 **Course:** August-November
Internship: Nov- Dec

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



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



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère du Travail


AGENCE POUR
LE DÉVELOPPEMENT
DE L'EMPLOI

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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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