Vocational training in Germany (Ausbildung)

Tax assistant (Steuerfachangestellter/Steuerfacha

Steuerfachangestellter / Steuerfachangestellte

You support a tax advisory firm: accounting, payroll, annual accounts and tax returns. A 3-year training, in an occupation of figures and rules.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,200 to €1,350**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a tax assistant does

They assist tax advisers and auditors: they keep clients' accounts, prepare payslips, prepare annual accounts and tax returns and check tax assessments.

Book

Record and check accounting documents, and follow clients' day-to-day bookkeeping.

Declare

Prepare tax returns for companies and individuals and send them digitally.

Advise

Prepare meetings with clients and check their tax assessments with the adviser.

This occupation is for you if...

- ✓ you like figures and precise rules
- ✓ you are rigorous and respect deadlines
- ✓ you can stay discreet about clients' data
- ✓ you enjoy learning and following changes in the law

Less suitable if...

- – you do not like working at a desk in front of a screen
- – you struggle with many changing tax rules
- – you want a job with little administrative rigour

A TYPICAL DAY IN THE WORKSHOP

08:00 **Team meeting at the firm** : The trainer shares out the day's client files and recalls the deadlines to meet.

09:00 **Sorting and entering documents** : Receive a client's digital supporting documents, sort them and record them in the accounts.

10:30 **A company's payslips** : Calculate a monthly salary with the firm's software and check the result obtained.

13:00 **An individual's tax return** : Gather the income, expenses and documents before the return is prepared.

14:30 **Checking a tax assessment** : Compare the assessment received from the authority with the return to spot differences.

16:00 **Preparing a client meeting** : Gather key figures of a business for the meeting with the tax adviser.

Day-to-day bookkeeping | Payslips | Tax returns | Annual accounts | Tax software

Professional secrecy | Accuracy | Discretion | Head for numbers | Meeting deadlines | Curiosity

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Organisation of the firm
- Basic accounting
- First payslips

Year 2

Tax and accounting

- Tax returns
- Day-to-day bookkeeping
- Intermediate exam

Year 3

Accounts and advice

- Annual accounts
- Advising clients
- Final exam

Exams and qualification

An intermediate exam (Zwischenprüfung) takes place in the 4th half-year, with two written papers of 45 and 75 minutes. The final exam has four papers: tax, accounting and annual accounts, client advice, and economics and society. You obtain the certificate as a tax assistant (Steuerfachangestellter), issued by the chamber of tax advisers (Steuerberaterkammer).

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ An office job, mostly sedentary, with work on screen and on files, on modern workstations equipped with specialised software.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Qualified tax assistant

A post in a tax advisory or auditing firm, or in a company's accounts department.

WITH EXPERIENCE

Steuerfachwirt

Further qualification at bachelor level, open after 3 years of practice with a tax adviser.

LONGER TERM

Steuerberater

A possible progression towards becoming a tax adviser, which requires further training and exams.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

Germany: +49 (0) 7033 694 18 80 · Cameroon: +237 622 20 81 64