

Basic Qualification criteria of Trainers for - Accounts Associate Qualification course – BSC/Q8101

Since the qualification course of Accounts Executive Course contains 8 Modules, separate trainers for each Module or parts of Module based on the subject areas should be preferred. Accordingly, following minimum qualification has been suggested for different Modules:

BSC/N8101 (Prepare tax compliance related documents)	Qualified Accountant with minimum 3 years of post-qualification working experience Or a Graduate with minimum 5 years of working experience in the Accounting and Finance. Professional exposure to either of the five stated areas is a pre-requisite. They must also have thorough understanding of Regulatory Requirements of BFSI and knowledge of recognised accounting / tax software.
BSC/N8102 (Prepare and perform payroll function)	
BSC/N8103 (Prepare receipt and payment voucher)	
BSC/N8104 (Understand and book credit purchases and Sales)	
BSC/N8105 (Prepare financial statements)	
BSC/N9902 (Communicate effectively and achieve customer satisfaction)	Corporate Trainers who have been imparting training in the respective areas with 3-5 years of experience.
BSC/N9903 (Maintain integrity and ethics)	
BSC/N9904 (Focus on teamwork)	

All Trainers need to undergo TOT Certification from BFSI Sector Skill Council of India.