

אנגלית

רואי חשבון



קליטת
עלייה

הופק על ידי
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המשרד לקליטת העלייה
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ENGLISH

רואי חשבון



קליטת
עלייה



Accountants |

Accountants

2nd Edition

Special thanks to Vered Harel, Secretary of the Israel CPA Council, for her assistance in preparing this booklet.

Produced by the Publications Department

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Accountancy in Israel

In Israel today there are some 12,000 certified public accountants (CPA Isr.) holding a license from the Israel CPA Council. Most job opportunities in the profession exist in auditing proper, but the possibilities for substantial advancement tend to be limited. Be prepared to go down a level before coming up, in order to learn the operation of local systems and the economy. A qualified accountant could thus initially find a position as an assistant chief accountant in industry, or as a staff accountant in private practice.

Most employment opportunities are to be found in the central region of the country, primarily Tel Aviv and the surrounding smaller cities. Other options exist to a lesser extent in the Haifa area, and some positions are available in other parts of the country.

The Institute of Certified Public Accountants (*Lishkat Roei Cheshbon BeYisrael*), a voluntary body incorporated for the advancement of the accounting profession, has a committee to assist in providing limited information for new immigrants.



Note: this is the second edition of this booklet, and hereby nullifies any previous editions. The information contained in this booklet is based on dated provided by various official sources. Details are subject to change. In case of any discrepancy, the regulations of the Israel CPA Council, the Ministry of Immigrant Absorption and other official bodies will prevail.



Obtaining a CPA License in Israel

The first step you must take in order to obtain a CPA license is to open a file at the Israel CPA Council in Jerusalem (see Useful Addresses).

It is necessary to come prepared with your original CPA or CA license from your country of origin, a photocopy of the license, and a letter from the professional association in your country stating that you are a member in good standing (with the exception of payment of annual fees). Non-license-holders must present an official university transcript and a syllabus of relevant courses.

Alternatively, in place of your original license, you may provide a copy of the license certified by an Israeli lawyer (not necessarily a notary,) or certified or notarized abroad according to local laws and authenticated by the Israeli Embassy or Consulate.

You will be required to fill out 2 forms. The first form requests general background information. The second is your request for exemption from exams. Holders of a CPA or CA license are excused from payment for exemption requests. One without a CPA or CA license is required to pay for the exemption requests, for up to a total of 7 exams. Any number beyond 7 is free of charge. Payment is made through the Postal Bank (*Bank Hadoar*). It is also necessary for one without a CPA or CA license to provide an official transcript from their university, listing courses and grades. In addition, it is recommended to provide a course syllabus if possible.

Note: Holders of an accounting degree from a recognized institution overseas, who are not CPAs or chartered accountants from an English-speaking country, are advised to submit their degree for evaluation to the Department of Evaluation of Foreign Degrees of the Ministry of Education, (see below). It is not necessary



to already have your degree evaluated at the time you open a file with the Israel CPA Council, and there is no need to put off opening the file until you have received the evaluation.



Exams

In most cases, chartered accountants from Australia, the U.K. and South Africa, members of the Australian Society of Accountants, and CPAs from the U.S.A., are exempt from all exams with the exception of the following four:

- Laws of Bodies Corporate (which includes other laws);
- Taxation;
- Commercial, Labor and other Laws;
- Elementary Israeli law.

Note that in order to be entitled to any exemptions from exams you must have at least two years of professional accounting experience following the receipt of your license in your country of origin.

The exams are multiple choice with the exception of the taxation exam. The above exams (except for the Elementary Israeli Law exam), are administered in English, once a year in December/January, although all answers must be in Hebrew. Note that the Israel CPA Council reserves the right to request translation fees. **All other exams are given in Hebrew only.** Examinees are encouraged to contact the Israel CPA Council in order to clarify which types of legal material may be



brought in for use during the exams. Examinees may also bring a dictionary or electronic dictionary to the exams.

Most applicants who do not hold CPA or Chartered Accountant licenses must pass additional examinations. Accountancy graduates from recognized universities or colleges in English-speaking countries are usually exempted from most of the 15 exams. Each applicant must present the Israel CPA Council with an official course transcript and syllabus. Exemptions from certain exams will be determined on the basis of material studied abroad in a recognized academic institution.

Exams are held twice a year, in the spring and fall. Registration takes place a few months beforehand.

In many cases, vocational guidance and preparatory courses for exams are offered to new immigrants by the Ministry of Immigrant Absorption (see Useful Addresses). Consult with a *racaz/et klita* for details.

At the time of going to press, preparations were being made for a Hebrew proficiency exam which immigrants olim will be required to pass in order to obtain a license. Check with the Israel CPA Council for updated information.

NOTE: Changes in the exams, which are likely to effect new immigrants, are expected to go into effect as of spring, 2005. Be sure to contact the Israel CPA Council for updated information.



Internship

All immigrant accountants are required to undergo a period of internship (known in Israel as '*stage*') lasting from a minimum of 6 months to up to 2 years. The length of *stage* is determined in each case by the Israel CPA Council.

In most cases, licensed immigrants from English-speaking countries who have at least two years of appropriate work experience following receipt of their license in their country of origin, can have that period recognized in Israel. However, all new immigrants must fulfill the requisite minimum 6-month period.

If you do not hold a CPA or a Chartered Accountant license you are usually not eligible to have your previous work experience count towards the period of internship in Israel. In all cases, check with the Israel CPA Council for details.

It is necessary to provide letters from the licensing board in your country of origin, or from employers, detailing your work experience for the purpose of requesting exemption from part of the internship period. Letters from employers should specify the duration of employment, the number of hours per week employed in auditing and/or taxation, and the number of hours per week engaged in a related field. For full credit, at least 75% of 35 weekly hours should have been spent in auditing and/or taxation.

Interns must work a minimum of 35 hours per week, in a firm or institution that has been authorized by the Israel CPA Council to supervise interns. If you wish to hold another job and/or work less than 35 hours per week in your internship, you must request specific permission in writing from the Israel CPA Council. The minimum number of hours per week is 20. In such cases your period of internship will be lengthened accordingly.



Once you have found a place in which to serve your internship, it is then necessary to provide the Israel CPA Council with certification (known as a '*ktav hitchaihut*') from the supervising licensed accountant. The certification may be brought in person or sent through registered mail. Internship is considered as beginning from the date of receipt of the *ktav hitchaihut*. No retroactive recognition is granted. A registration fee must be paid through the Postal Bank (*Bank HaDoar*).

Note: any concessions on the period of internship are contingent upon a minimum of two years' work experience following receipt of your license in your country of origin.

Accreditation of Degrees and Diplomas

The Ministry of Education Bureau for Evaluation of Foreign Academic Degrees and Diplomas (*HaLishka LeHa'arachat Toarim Academi'im VeDiplomot MiChul*) is the accrediting body in Israel for all foreign degrees.

Getting your overseas academic degrees and diplomas accredited in Israel can take up to several months. It is suggested that you begin tending to the matter, including the translation of certificates, immediately upon your arrival in the country, or even before. In order to obtain accreditation from the Bureau for Evaluation of Foreign Academic Degrees and Diplomas, you must take the following steps:

- Bring your original degree and course transcripts, as well as photocopies, to the Ministry of Education Bureau for Evaluation of Foreign Academic Degrees and Diplomas. See Useful Addresses. If you are unable to supply an original degree, you may be asked to obtain a "Letter of Eligibility" (*michtav zeka'ut*) from your university, detailing your entitlement to a degree.



- Complete an application form. Forms are available at the Bureau. Fill out only "Part A" of the form and attach the following documents:
 - An authenticated copy of the original degree certificate (diploma).
 - An authenticated copy of your university or college transcript from each institution where you have completed a degree. The transcript should include the following:
 - Date of registration, date of commencement of studies, date of completion of studies.
 - A transcript of all courses taken and credit points received.
 - A summary of courses and prior studies that were recognized by the institution and earned credit points.
 - Location of studies.
 - Certificates that attest to prior study.
 - Notarized Hebrew translations of the above documents, if the originals are in a language other than English.
- Bring your *te'udat zehut* with you.
- If you have changed your name, you will be required to include a marriage certificate or a notarized declaration of the change.
- Submit the application form and all the relevant documents listed above. You must submit all originals and photocopies. The Ministry will return originals to you.

Following the submission of your documents, there is no need to approach the Ministry of Education in person. Your accreditation will be sent by mail.



Hebrew

The importance of Hebrew ulpan as part of the absorption process cannot be overemphasized. The language skills you acquire in ulpan will benefit you through every phase of your absorption, including finding a place to live, looking for employment, and building relationships with veteran Israelis. During ulpan you will learn about and experience Israeli society, politics, and culture, while getting to know those institutions, authorities, and agencies that you will be dealing with in the future.

It is important to register at a Hebrew ulpan as soon as possible after obtaining new immigrant status in Israel. New immigrants are usually eligible to receive a subsidy of their ulpan study only within the initial 18 months following the date of aliyah.

In order to find out about ulpan options, consult your *rakaz/rakezet klita* at a local office of the Ministry of Immigrant Absorption. The *rakaz/et klita* will confirm your eligibility for a subsidy of your ulpan study and refer you to non-residential, Ministry-approved ulpanim in your area.

Proficiency in the Hebrew language is not only essential to your social and cultural absorption in the country, it is also a major asset when it comes to seeking employment. When looking for a job, you must be able to negotiate effectively with prospective employers, and, in many cases, employers will demand at least a working knowledge of Hebrew. Once you are employed, the ability to communicate easily with co-workers will facilitate your integration in the workplace. Furthermore, lectures, seminars, and workshops are usually conducted in Hebrew.



Note: for more information, consult the booklet entitled “A Guide to Ulpan Study,” available from the Publications Department. See the order form at the back of this booklet.



Finding a Job

Once you have received your CPA license, there are a number of ways of going about finding a job. The main way for CPAs to find work is to directly approach the firms and businesses that employ accountants. Many companies also have websites, which you can use to access information that may be helpful in applying for jobs. Many of these sites post job openings.

Be sure to have plenty of all necessary documents, including your curriculum vitae (resume), diplomas, and letters of recommendation, whenever attending a job interview.

Building up contacts with other professionals can also be an effective way of finding out about job openings. One way of establishing contacts is to attend conferences and seminars. Talk to people and follow up on any contacts they may offer.

The English-speaking immigrant organizations may be able to help you to locate prospective employers, and put you in contact with English-speaking colleagues. You can also consult the AACI's on-line “Jobnet” site (www.jobnet.co.il), which contains job listings for a variety of professions.



Assistance from the Ministry of Immigrant Absorption

The Ministry of Immigrant Absorption offers a number of sources of assistance to new immigrants during your search for employment. These include participation in salaries and tuition fees, and professional ulpan and courses. Consult with a *racaz/et klita* for details.

Centers for the Placement of Professionals

Centers for the Placement of Professionals (*Mercazim LeTa'asukat Academai'im*), the government-run national employment service for graduates of institutions of higher education, may be able to refer you to appropriate job openings.

When you register at the Center, be sure to bring your *te'udat oleh* and copies of your degree certificates/diplomas.

For details about Centers for the Placement of Professionals and government assistance while looking for work, contact your *rakaz/rakezet* at the Ministry of Immigrant Absorption and/or a Center for the Placement of Professionals in your area (see Useful Addresses).

Vocational Counseling Centers

The National Employment Service runs Vocational Counseling Centers (*Mercazim LeYutz VeLeMeida Ta'asukati*), which offer individual guidance and job-seeking workshops. The Centers also feature vocational libraries, computerized information systems, and assistance in preparing a CV (resume). Note that some services may be offered for a fee. For more information, contact one of the Vocational Counseling Centers (see Useful Addresses).



Income

To be realistic, it will take, in most cases, at least two years to reach a reasonable salary level by Israeli standards. During this time you must be prepared for the possibility that you might have to use capital funds to balance your budget.

After the initial period you can expect to earn a fairly sufficient income, with salaries generally higher than national average. Salaries for accountants in industry are generally greater than in private practice. In the central region, remuneration is usually higher than in other parts of the country.

Fringe benefits may include severance pay and provident fund contributions by the employer and employee, a traveling allowance (car allowance for more senior employees), payment of an extra month's salary every year, professional literature and vacation allowances.

Documents

Be sure to have originals and sufficient copies of the following documents:

- All of your original licenses and university diplomas together with clear photocopies.
- A letter from your licensing body stating that your license is current and in good standing. The letter should also specify the period of work experience registered. This will be required by the Israel CPA Council.
- Letters from your previous employers detailing work experience as specified above, as well as letters of recommendation.
- Original transcripts of your university studies if you are not a CPA or Chartered Accountant from an English -speaking country.
- Full curriculum vitae.



Note: Original documents should be used for presentation purposes only. NEVER give original documents to anyone!

Accountancy Studies in Israel

Accountancy in Israel is generally a university profession culminating in a bachelor's degree. Israeli universities offer accounting as a dual major, generally taken together with economics, mathematics, business administration, or other related subjects. Each institution has its own stipulations regarding which subjects one can combine in a dual major. Once you have completed your degree you must take the national exams of the Institute of Certified Public Accountant, (CPA) in order to become a qualified accountant in Israel. Both Tel Aviv University and the Hebrew University have one-year preparatory courses for the exams. In general, the requirements for such a degree include a psychometric score of at least 650. However, it can be possible to receive an auditor's license in Israel without graduating from a university.

Immigrant students may be eligible for tuition assistance and other aid from the Student Authority (see Useful Addresses). Contact the Student Authority for details on the types of aid available to you, and to clarify your eligibility for assistance. Information is also available on the Ministry of Immigrant Absorption Website.

You can also consult the pamphlet entitled "Higher Education in Israel," available from the Publications Department. See the order form at the back of this booklet.



The Institute of Certified Public Accountants

The Institute of Certified Public Accountants in Israel is a voluntary association of licensed accountants. The functions of the Institute include setting technical professional standards and issuing and enforcing of ethical rules. The Institute offers continuing professional education and gives general assistance to its members in a variety of matters.

A Brief Glossary

People

Absorption coordinator	<i>racaz/racazet klita</i>	רכז/רכזת קליטה
Accountant	<i>roeh/roat cheshbon</i>	רואי/רואת חשבון
Auditor	<i>Mevaker/mevakeret cheshbonot</i>	מבקר/מבקרת חשבוניות
Comptroller	<i>chashav</i>	חשב
New immigrant	<i>oleh chadash/olah chadasha</i>	עולה חדש/עולה חדשה

Places

The Income Tax Authority	<i>Mas Hachnasa</i>	מס הכנסה
The Israel CPA Society	<i>Lishkat Roeh Chesbon BeYisrael</i>	לשכת רואי חשבון בישראל
The Ministry of Finance	<i>Misrad HaOtzar</i>	משרד האוצר
The Ministry of Justice	<i>Misrad HaMishpatim</i>	משרד המשפטים



The Ministry of Immigrant Absorption	<i>HaMisrad LeKlitat HaAliyah</i>	המשרד לקליטת העלייה
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Office/firm	<i>Misrad</i>	משרד
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Things

Accountancy	<i>hanhalat cheshbonot</i>	הנהלת חשבונות
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Account/bill	<i>cheshbon</i>	חשבון
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Accounting ledger	<i>pinkas cheshbonot</i>	פנקס חשבונות
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Audit	<i>mivdak</i>	מבדק
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Documents	<i>mismachim</i>	מסמכים
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File	<i>tik</i>	תיק
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Identity Card	<i>te'udat zehut</i>	תעודת זהות
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Immigrant's Certificate	<i>te'udat oleh</i>	תעודת עולה
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Laws	<i>dinim/chokim</i>	דינים/חוקים
------	---------------------	-------------

License	<i>reshayon</i>	רשיון
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Report	<i>doch</i>	דוח
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Taxes	<i>misim</i>	מיסים
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Useful Addresses and Telephone Numbers



Telephone numbers and some addresses change frequently in Israel. Consult the latest telephone directory or information operator if you do not reach a number listed here. When a telephone number has been changed, there may not be a recorded message noting the change. Thus, if the number continues to be unanswered, check whether it is still in use.

Address _____ Telephone/Fax _____

Ministry of Immigrant Absorption

www.moia.gov.il

E-mail: info@moia.gov.il

Main Office

2 Rehov Kaplan
Kiryat Ben Gurion
POB 13061
Jerusalem 91130

National Telephone Information Center

(03) 9733333

Jerusalem and Southern District Headquarters

(Also the Student Authority)

15 Rehov Hillel

(02) 6214555

Jerusalem 94581

Fax: (02) 6222807

Publications Department

Tel/Fax: (02) 6241585

Haifa and Northern District Headquarters

(Also the Student Authority)

15 Sderot HaPalyam

(04) 8631111

Haifa 33095

Fax: (04) 8631110

Tel Aviv District Headquarters

(Also the Student Authority)

6 Rehov Esther HaMalka

(03) 5209113

Tel Aviv 64398

Fax: (03) 5270262



Address _____ Telephone/Fax

Central District Headquarters

5 Rehov HaTachana

First Floor

(09) 7752800

Kfar Saba 44530

Fax: (09) 7424264

Beer Sheva and Negev District

Headquarters

(Also the Student Authority)

Beit Oshira

31 Rehov Zalman Shazar

(08) 6261217/8

Beer Sheva 84105

Fax: (08) 6261216

The Israel CPA Council

The Ministry of Justice

11 Rehov Beit HaDfus, Third Floor

P.O.B. 91342

(02) 6541244

Jerusalem 95483

Fax: (02) 6541298

The Institute of CPAS in Israel

www.icpas.org.il

20 Rehov Shefer

Tel Aviv

(03) 5161114

Bureau for the Evaluation of Foreign Academic Degrees and Diplomas of the Ministry of Education

www.education.gov.il

diplome@education.gov.il

2 Rehov Devorah

(02) 5602853

Jerusalem

71 Rehov Jabotinsky

(03) 6931856/7

Ramat Gan 52544

Centers for the Placement of Professionals

(Mercazim LeTa'asukat Academa'im)

Selected list



<u>Address</u>	<u>Telephone/Fax</u>
Beit Oshira 31 Rehov Zalman Shazar Beer Sheva 84105	(08) 6269333
17 Rehov Tzahal Haifa 35156	(04) 8135111
Central Bus Station 5 th Floor Rehov Yaffo Jerusalem 94141	(02) 5013111
19 Rehov Brenner Tel Aviv 63826	(03) 5265300

Vocational Counseling Centers

42 Rehov Agrippas Jerusalem 94310	(02) 6249146
74 Derech Menachem Begin Tel Aviv 67215	(03) 6251300
2 Rehov Devorah Haifa 31451	(04) 8643832
Kiryat Hamemshela POB 5232 Beer Sheva 84151	(08) 6264130

English-Speaking Immigrant Organizations

Association of Americans and
Canadians in Israel (AACI)

www.aaci.org.il

E-mail: info@aaci.org.il

6 Rehov Mane Jerusalem 92227	(02) 5617151 Fax: (02) 5661186
198 Rehov HaYarkon Tel Aviv 63405	(03) 5291707 Fax: (03) 5291706



Address Telephone/Fax

28 Rehov Shmuel HaNatziv (09) 8330950
Netanya 42281 Fax: (09) 8629183

Matnas "Yud Aleph" (08) 6433953
Rehov Mordechai Namir (08) 6434461
Beer Sheva 84483

**UJIA Israel (Incorporating Olim
from Britain, Australia,
and New Zealand)**

76 Rehov Ibn Gvirol (03) 6965244/65/6
POB 16266 Fax: (03) 6967049

Tel Aviv 61162
E-mail: Israel@UJIA.org.il

13 Sderot Ben Maimon (02) 5634822
Jerusalem 92262 Fax: (02) 5663193
E-mail: jerusalem@ujia.org.il

Mercaz Klita (04) 9904232
POB 348 Fax: (04) 9980939
Carmiel 20100
E-mail: karmiel@ujia.org.il

South African Zionist Federation

www.telfed.org.il
E-mail: telfed@inter.net.il

Head Office (09) 7446110
19/3 Rehov Schwartz Fax: (09) 7446112
First Floor
Ra'ananna 43212

13 Rehov Ben Maimon (02) 5634822
Jerusalem 92223 Fax: (02) 5663193

**ESRA - English Speaking
Residents Association**

E-mail: esra@trendline.co.il
www.esra.org.il

POB 3132 (09) 9580632
Herzliya 46104 Fax: (09) 9581583



Other Available Publications

The following booklets are available from the Publications Department. To order, simply indicate the booklets you wish to receive and return the order form to the Publications Department, English Section, Ministry of Immigrant Absorption, 15 Rehov Hillel, Jerusalem 94581. The publications will be mailed to you free of charge.

- Guide for the New Immigrant
- The Absorption Basket
- ConsumerFocus Magazine
- Employment
- Employment Guidance Centers
- Education
- Guarding Your Health in Israel
- A Guide to Services for the Disabled
- A Guide to Transportation in Israel
- A Guide to Ulpan Study
- Health Services in Israel
- Housing
- The Life Cycle in Israel
- Military Service
- National Insurance Institute
- Retirees
- Accountants
- Artists, Writers, and Athletes
- Computer and Hi-Tech Professionals
- Engineers and Architects
- Lawyers
- Nurses
- Psychologists
- Scientists and Researchers
- Social Workers
- Teachers
- Where to Turn
- Assistance to Victims of Enemy Actions
- Registering for a Health Fund
- Information for Olim Newspaper
- Shiluv Magazine

Name _____

Address _____

Postal Code _____

Date _____



A moment of your time!

In order to improve the level and usefulness of the material presented in this booklet, we would appreciate it if you would answer the following questions:

1. Where did you get the brochure "Accountants"?
 Airport Ministry of Immigrant Absorption Other (specify) _____
2. To what extent did this booklet provide you with the information that you needed?
(1 is the lowest rating, 5 is the highest rating)
1 2 3 4 5 Comments _____
3. Please rate the following areas from 1 to 5 (5 being the highest rating)
 Clarity of the Text 1 2 3 4 5
 Sufficiency of Details 1 2 3 4 5
 Design of the Brochure 1 2 3 4 5
 Usefulness of the Brochure 1 2 3 4 5

We would appreciate the following information for statistical purposes:

Profession _____ Gender M ___ F ___ Age _____

Country of Origin _____ Year of Aliyah _____

Place of Residence _____ Date _____

Please send the completed questionnaire to the Ministry of Immigrant Absorption, Publications Department, English Section, 15 Rehov Hillel, Jerusalem, 94581, or by fax to (02) 6241585. You can also place this questionnaire in the public suggestions box at an office of the Ministry of Immigrant Absorption nearest you.

Thank you for your cooperation. Best wishes for an easy and successful absorption

