



המשרד לקליטת העלייה

Ministry of Immigrant Absorption

ENGLISH

לואי חשבון



Accountants

עיצוב: סטודיו הראל

אנגלית

לואי חשבון



המשרד
לקליטת
העלייה



מדינת ישראל

הופק על ידי
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המשרד לקליטת העלייה
רח' הלל 15, ירושלים 94581
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ירושלים

Publications Department
Ministry of Immigrant Absorption
15 Rehov Hillel, Jerusalem 94581
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www.moia.gov.il
e-mail: info@moia.gov.il

Accountants |
3rd Edition

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Ministry of Immigrant Absorption

Ida Ben Shetreet - Director, Publications Department

Laura L. Woolf - Chief Editor, English Language Publications

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Accountancy in Israel

In Israel today there are some 18,000 certified public accountants (CPR Isr.) holding a license from the Israel Auditors 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 Ro'ei Cheshbon B'Yisrael*), a voluntary body incorporated for the advancement of the accounting profession, has a committee that can assist in providing information for new immigrants.



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



Obtaining a CPA License in Israel

The first step you must take is to open a file at the Israel Auditors 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 licensing board 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.

In addition, 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. If you do not have a CPA or CA license you must provide an official transcript from your 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 the degree for evaluation to the Department of Evaluation of Foreign Degrees of the Ministry of Education, (see Useful Addresses). It is not necessary to already have your degree evaluated at the time you open a file with the Israel Auditors 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 CPA's from the U.S.A. are exempt from all exams with the exception of the following four:

- Business Law
- Taxation "Aleph"
- Taxation "Bet"
- Corporate and Commercial 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 Business Law exam, however this could change, check with the Auditors Council) 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 an accepted 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 personal absorption counselor for details.

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



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 Auditors 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 Auditors Council for details.

It is necessary to provide letters from the licensing board in your country of origin, or from employers, detailing 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, as well as the number of hours per week engaged in a related field. For full credit, at least 75% of 35 hours per week should have been spent in auditing and/or taxation.

Interns must work a minimum of 35 hours per week, in a firm or institution which has been authorized by the Israel Auditors 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 Auditors 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 Auditors Council with certification (known as a 'ktav hitchaivut') 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 hitchaivut*. No retroactive recognition is granted. A registration fee must be paid through the Postal Bank.

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. It is usually necessary to receive accreditation for purposes of determining your salary, especially if you are employed in the public sector.

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 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 obtain 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 personal absorption counselor at a local office of the Ministry of Immigrant Absorption. The personal absorption counselor 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 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

Your Ministry of Immigrant Absorption personal absorption counselor will work with you to devise an employment track that suits your needs. Assistance can include access to the Ministry's database of employment openings, referrals to training or retraining courses, and participation in salaries. Further, during your first year following aliyah, following the conclusion of Absorption Basket payments, you can receive assured income payments from the Ministry during your job search. To be



eligible, you must register with your personal absorption counselor, and report to the counselor according to your individual employment program. Consult with a personal absorption counselor at a branch office of the Ministry of Immigrant Absorption for details.

The National Employment Service

The National Employment Service, a division of the Ministry of Industry, Trade, and Labor, is a government employment service. Assistance includes job placement and referrals to training courses. The Service differentiates between academics/ professionals and non-academics, and offers separate services, either in a separate unit of the Employment Service office, or on different premises. You can locate the office nearest you via the Employment Service Website: www.taasuka.gov.il.

The first time that you go to an Employment Service office, bring with you a copy of your degree(s)/diploma(s), your *te'udat oleh*, and your *te'udat zehut*. It is usually necessary to first have your degree certified by the Bureau for Evaluation of Overseas Degrees of the Ministry of Education (see above). You will also need to have a Hebrew version of your CV. If necessary, an Employment Service clerk can assist you in preparing a CV.

Job seekers are required by law to register with the National Employment Service in order to receive unemployment benefits **following** their first year in the country. During your first year you can receive assistance from the Ministry of Immigrant Absorption. See above.

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 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 letter 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. There is also a special shortened 2 year course in accountancy for graduates of economics or law. Once you have completed your degree you must take the national exams of the Institute of Certified Public Accountants (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; generally these courses are only open to their own undergraduates. 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). Its services include educational guidance and counseling, information on educational options, and financial aid for eligible students. The Student Authority also organizes social and cultural activities, seminars, and tours around the country.

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.



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. See Useful Addresses.

A Brief Glossary

People

Accountant	<i>roeh/roat cheshbon</i>	רואה/רואת חשבון
Auditor	<i>mevaker/mevakeret cheshbonot</i>	מבקר/מבקרת חשבונות
Comptroller	<i>chashav</i>	חשב
New Immigrant	<i>oleh chadash/olah chadasha</i>	עולה חדש/עולה חדשה
Personal Absorption Counselor	<i>yoetz klita ishi/yoetzet klita ishit</i>	יועץ קליטה אישי/ יועצת קליטה אישית

Places

The Income Tax Authority	<i>Mas Hachnasa</i>	מס הכנסה
The Israel Auditors Society	<i>Lishkat Roeh Cheshbon 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
Office/firm	<i>misrad</i>	משרד



Things

Accountancy	<i>hanhalat cheshbonot</i>	הנהלת חשבונות
Account/bill	<i>cheshbon</i>	חשבון
Accounting Ledger	<i>pinkas cheshbonot</i>	פנקס חשבונות
Audit	<i>mivdak</i>	מבדק
Documents	<i>mismachim</i>	מסמכים
File	<i>tik</i>	תיק
Identity Card	<i>teu'dat zehut</i>	תעודת זהות
Immigrant's Certificate	<i>teu'dat oleh</i>	תעודת עולה
Laws	<i>dinim/chukim</i>	דינים/חוקים
License	<i>reshayon</i>	רשיון
Report	<i>duach</i>	דוח
Taxes	<i>misim</i>	מיסים



Useful Addresses and Telephone Numbers

Telephone numbers and some addresses change frequently in Israel. Consult the latest telephone directory or the information operator if you do not reach the number listed here. When a 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
info@moia.gov.il

Main Office

2 Rehov Kaplan
Kiryat Ben Gurion
POB 13061
Jerusalem

National Telephone
Information Center

(03) 9733333

Southern and Jerusalem District Headquarters

31 Rehov Zalman Shazar
Beer Sheva

(08) (08) 6261216
Fax: (08) 6230811

Haifa and Northern District Headquarters

15 Rehov HaPalyam
Public Inquiries

(04) 8631114
Fax: (04) 8631110



Address

Telephone/Fax

Tel Aviv and Central District

Headquarters

6 Rehov Esther HaMalka

1-599-500-901

Fax: (03) 5209173

Jerusalem District Office

15 Rehov Hillel

1-599-500-923

Fax: (02) 6249398

Publications Department

Tel/Fax: (02) 6241585

Student Authority

Main Office – Department of Academic Studies

Director of the Student Authority

(02) 6214576/7

English Desk:

(02) 6214589

E-mail: naomis@moia.gov.il

Publications Department

Tel/Fax (02) 6241585

The Israel Auditors Council

www.justice.gov.il

moazar@justice.gov.il

22 Rehov Beit HaDfus, Fourth Floor

(02) 6549333/Ext. 4

P.O.B. 34357

Fax: 6549303

Jerusalem 91342

The Institute of CPA's in Israel

www.icpas.org.il

20 Rehov Shefer

(03) 5161114

Tel Aviv

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



Address	Telephone/Fax
2 Rehov Halacha Yad Eliyahu	(03) 6896126

National Employment Service

www.taasuka.gov.il

Central Bus Station 224 Rehov Yaffo Jerusalem	(02) 5013111
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125 Derech Begin Tel Aviv	(03) 7634111
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32 Rehov Peretz Haifa	(04) 8136600
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4 Rehov HaTikva Beer Sheva	(08) 6264164
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English-Speaking Immigrant Organizations

Association of Americans and
Canadians in Israel (AACI)

www.aaci.org.il

E-mail: info@aaci.org.il

Matnas "Yud Aleph"

Rehov Mordechai Namir Beer Sheva 84483	(08) 6434461 Fax: (08) 6434461
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11 Rehov Pinsker Jerusalem 92228	(02) 5661181 Fax: (02) 5661186
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Address

Telephone/Fax

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

76 Rehov Ibn Gvirol (03) 6960389
Tel Aviv 61560 Fax: (03) 6960401

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

www.ujia.org.il
76 Rehov Ibn Gvirol (03) 6965244/65/6/7
POB 16266 Fax: (03) 6967049
Tel Aviv 61162
E-mail: Israel@UJIA.org.il

11 Rehov Pinsker (02) 5634822
Jerusalem 92227 Fax: (02) 5663193
E-mail: ronen@ujia.org.il

Moshav Meona
P.O.B. 5144 24920 (04) 9975166

South African Zionist Federation

www.telfed.org.il
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

esra_her@trendline.co.il
www.esra.org.il (09) 9580632
Herzlia Fax: (09) 9565728



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
- Consumer Focus Magazine
- Employment
- Employment Guidance Centers
- Education
- First Steps
- Guarding Your Health in Israel
- Guide for Immigrant Students
- Guide to Services for the Disabled
- Guide to Transportation in Israel
- Guide to Ulpan Study
- Health Services in Israel
- Higher Education
- Housing
- Information for Olim Newspaper
- The Life Cycle in Israel
- Military Service
- National Insurance Institute
- Accountants
- Artists, Writers and Athletes
- Computer and Hi-Tech Professionals
- Engineers and Architects
- Lawyers
- Medical Professionals
- Nurses
- Psychologists
- Retirees
- Scientists and Researchers
- Social Workers
- Teachers
- Registering for a Health Fund
- Shiluv Magazine
- Where to Turn

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 Coments: _____
- 3) Did this booklet assist you during your absorption period?
Yes No (please explain) _____
- 4) Was the information in this brochure presented in a clear and understandable fashion?
Yes No (please explain) _____
- 5) 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!

