Training programme for employers | Version 04.11.2026

AI and computer skills in accounting

A practical programme in the safe use of AI, Excel and Google Sheets, digital documents and no-code automation in accounting work.

Volume	120 academic hours (45 minutes each)
Dates	On request
Structure	60 contact + 20 supervised mentoring + 40 independent hours
Tutor	Nikolay Sekachev
Group	Formed at the employer's request
Teaching language	Russian; other languages subject to agreement
Format	120 academic hours: 60 contact + 20 supervised web/project mentoring + 40 independent
Price	2990 € per employee, including 24% VAT

One academic hour is 45 minutes. Group dates are shown in the programme details; the detailed timetable is agreed with the employer.

Who it is for

- accountants and accounting assistants
- financial and administrative employees
- accounting-service company staff
- employees working with financial documents and data

Learning outcomes

- use AI safely, write prompts and verify results
- structure document information and create work templates
- clean, reconcile, analyse and visualise data in Excel and Google Sheets
- organise work around e-MTA, e-invoices and digital archives
- build workflows with AI, spreadsheets, cloud services, APIs or n8n

Module content and hours

120 academic hours: 60 contact hours, 20 hours of supervised web/project mentoring with the tutor and 40 independent hours. Each module combines a practical task, feedback and an applicable work result.

Supervised mentoring: Work with the tutor online or in a project workshop: discuss the module task, check the result and receive feedback.

01. AI and secure digital work

8 contact + 2 supervised web/project mentoring + 5 independent academic hours

The roles of AI, machine learning and language models; tool selection, tasks, prompt engineering, model limitations and protecting personal, financial and commercial data.

Practical assignment: Build a safe-prompt library and a professional checklist for checking AI outputs.

Learning methods: Interactive explanation, tool demonstrations, prompt laboratory and practical risk review.

02. AI workflows for documents, correspondence and structured information

8 contact + 2 supervised web/project mentoring + 5 independent academic hours

Preparing, recognising, summarising and structuring information from invoices, acceptance documents, contracts, correspondence and internal documents; communication templates and field extraction.

Practical assignment: Process a training document pack, extract key fields and identify required human checks.

Learning methods: Step-by-step workshop, anonymised documents, error analysis and peer checks.

03. Excel and Google Sheets with AI: processing and quality checks

8 contact + 2 supervised web/project mentoring + 5 independent academic hours

Importing and cleaning data, filters, sorting, conditional formatting, formulas, lookups and pivot tables; identifying duplicates, missing values and anomalies.

Practical assignment: Clean and reconcile an accounting training dataset and create formulas and checks.

Learning methods: Computer workshop, Excel/Sheets exercises, short cases and individual file review.

04. e-MTA, e-invoices and digital documents

8 contact + 2 supervised web/project mentoring + 5 independent academic hours

Digital work around e-MTA and e-invoices: preparing and checking data, import/export, files, calendars, checklists, digital archives and traceability.

Practical assignment: Plan a process from receiving data to checking, submission, delivery and archiving; create a digital checklist.

Learning methods: Digital-environment demonstrations, process modelling and anonymised examples.

05. Financial data analysis and visualisation with AI

7 contact + 3 supervised web/project mentoring + 5 independent academic hours

Preparing data, comparing periods and variances, pivot tables, charts and a simple dashboard; using AI to find patterns and draft explanations.

Practical assignment: Create a visual report and verify AI interpretations with calculations.

Learning methods: Data-analysis workshop, visualisation, hypotheses and presenting conclusions.

06. Workflow automation: no-code, APIs and n8n

7 contact + 3 supervised web/project mentoring + 5 independent academic hours

Workflows, triggers, actions, APIs and webhooks; connecting AI with email, cloud storage, spreadsheets and notifications. Logs, exceptions and access rights.

Practical assignment: Build and test a simple automated workflow in n8n or a comparable service.

Learning methods: Step-by-step workflow construction, pair work, testing and debugging.

07. Digital work organisation, communication and information security

7 contact + 3 supervised web/project mentoring + 5 independent academic hours

Folders and cloud archives, file naming and versions, access rights, collaboration, client communication and backups; protection against phishing and fraudulent invoices.

Practical assignment: Create a digital workspace structure and a short internal team guide.

Learning methods: Case review, digital-office modelling, practical setup and risk discussion.

08. Final project: an accountant's AI and digital workflow

7 contact + 3 supervised web/project mentoring + 5 independent academic hours

Analyse a work process, its inputs, actions, risks and control points; choose AI, spreadsheet, cloud and no-code tools and document an implementation plan.

Practical assignment: Complete and test a prototype, user guide, implementation roadmap and demonstration.

Learning methods: Project workshop, guidance, testing, expert feedback and project presentation.

Assessment and completion

Assessment uses the practical assignments and final work described in the modules. The participant demonstrates the result and explains their decisions. Specific assessment criteria and participation requirements are agreed before an order is confirmed. A certificate (tunnistus) is issued when the programme conditions are met and all learning outcomes are achieved. Where outcomes were not assessed or not all were achieved, a participant receives a statement (tõend) showing actual participation.

A certificate (tunnistus) is issued after the programme's learning outcomes and completion requirements have been met. Other learners who participated receive a record of participation (tõend).

Trainer and qualifications

Nikolay Sekachev. MBA, astrophysicist, lawyer

Neurokool tutor specialising in the practical use of AI, AI agents, automation and modern digital tools.

- University of New Mexico - Master of Business Administration (MBA)
- Higher education in astrophysics
- Higher education in law

Ordering, payment and employer support

The customer is the employer. The price is per employee for this course, including 24% VAT. The group total, tools and any additional costs are stated in the offer before acceptance.

Unless otherwise agreed in writing: payment within 7 calendar days of the invoice date and before training starts. Employer cancellation at least 14 days before the start receives a 100% refund; 7-13 days before the start, 50%; less than 7 days before the start and after training starts, no refund. An eligible replacement participant may be agreed at no additional charge before the start. If GP cancels, the full fee is refunded within 14 calendar days. The full terms and exceptions are linked below.

An employer may independently apply for a training grant to develop employees' digital skills if the current conditions are met. The application must be submitted before training starts. A direct provider partnership with Töötukassa and a course listing are not required for this particular employer grant. Töötukassa decides eligibility and the amount; free training and reimbursement are not guaranteed. This is a separate process from koolituskaart.

Full business terms: https://neurokool.ee/en/terms/

Official Töötukassa conditions: https://www.tootukassa.ee/et/teenused/tooandjatele/koolitustoetus-tooandjatele-tootaja-ikt-oskuste-arendamiseks

Personal data

Exercises use anonymised or specially prepared information. Confidential information, client data, passwords and access credentials must not be entered into external AI services without a lawful basis and company authorisation. GP Training Center OÜ processes enquiry and training information according to its privacy notice.

Privacy notice: https://neurokool.ee/en/privacy/

Provider contact details

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Current course page: https://neurokool.ee/en/programs/ai-raamatupidamises/

Programme information edition. This is not a signed contract, an enrolment confirmation or a funding decision. The individually agreed offer and relevant curriculum determine the conditions of a particular group.