

Types of Accountants

There are different types of Accountants, do not confuse an Accountant with a Chartered Accountant. A Chartered Accountant holds higher qualifications, has a broader understanding of business, will typically be a member of a professional body and is usually on a greater salary.

Key Skills

- the ability to use your initiative
- to be thorough and pay attention to detail
- the ability to work well with others
- to be flexible and open to change
- excellent verbal communication skills
- to be able to use a computer and the main software packages confidently
- Maths knowledge
- administration skills
- customer service skills

Salary
£18,000-£35,000

Working hours
37 – 39
per week
Between 8am-6pm

Accountant

Qualifications

As a Post 16 or Post 18 student, most companies will look at taking a 'Trainee Accountant' where you will be put through your AAT (Association of Accounting Technicians) qualification and you will specialize in a form of accounts such as Tax, VAT etc. It can give access to continue to train as a Chartered Accountant if you wish.

Post 16 Education

As a school leaver you should be looking at taking subjects and courses such as Business, IT, Maths. If you need to start at college to take a Level 2 course, Business would be preferable as you can then continue to complete Level 3, giving opportunity to apply for Trainee or Apprenticeship roles and other qualifications.

Entry requirements:

You may need 2 or more GCSEs at grades 9 to 3, or equivalent, for a Level 2 course and 5 GCSE's at grade 4 and above.

Post 18 Education

There are specific Accounting based degrees; some are linked to Business and some encompass the AAT qualification. Other degrees are aimed more at the Chartered Accountancy route. It is not necessary to have a degree to become an Accountant so there are no real stipulation on the nature of the degree, however, something relative would be advisable.

Apprenticeships

You could do an Accounts and Finance Assistant intermediate apprenticeship. This typically takes around 12-24 months to complete.

Entry requirements:

You'll usually need GCSEs, including English and Maths at grade 4, or equivalent, or above for a Level 3 apprenticeship.

There are also Level 4 Finance Apprenticeships which may require a Level 3 qualification such as A Levels or equivalent. This may also offer the possibility of completing your AAT.

Additional courses

You could take a recognised Accounts or Bookkeeping qualification while looking for work. These are widely available and have no age limit to them as are typically paid for as are not full-time courses for Post 16 or Post 18 and are usually a Level 2 course. They include Certificate in Bookkeeping, Certificate in Accounting, Certificate in Manual and Computerised Bookkeeping

Career path and progression

With experience and training, you could become an accounting technician and take on more complex work

You could also become self-employed and set up your own business or teach in a further education college



Day to Day tasks:

- help to prepare annual accounts
- use computerised accounting systems
- deal with sales invoices, income, receipts and payments
- complete VAT returns
- prepare statements to show income and payments
- check that accounts are accurate
- prepare wages and manage claims for expenses
- handle commercially sensitive and valuable information

Working conditions

You could work in an office

Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Book-keepers, payroll managers and wages clerks	
Weekly Pay £610	Annual Pay £31,720
Hours/Week 35h	Hourly Pay £17
Workforce Change (projected)	
Contraction -3.2%	Replacement 69.5%
<p>The workforce is projected to contract by -3.2% over the period to 2027, losing 14,500 jobs. In the same period, 69.5% of the workforce is projected to retire, creating 317,400 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Legal & accounting Wholesale trade Retail trade Head offices, etc Services to buildings 	
More info	Clear card

Chartered and certified accountants	
Weekly Pay £900	Annual Pay £46,800
Hours/Week 33h	Hourly Pay £27
Workforce Change (projected)	
Growth 3.3%	Replacement 54.8%
<p>The workforce is projected to grow by 3.3% over the period to 2027, creating 8,100 jobs. In the same period, 54.8% of the workforce is projected to retire, creating 133,400 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Legal & accounting Wholesale trade Retail trade Health Membership organisations 	
More info	Clear card

Financial administrative occupations n.e.c.	
Weekly Pay £530	Annual Pay £27,560
Hours/Week 36h	Hourly Pay £15
Workforce Change (projected)	
Contraction -3.2%	Replacement 69.5%
<p>The workforce is projected to contract by -3.2% over the period to 2027, losing 5,900 jobs. In the same period, 69.5% of the workforce is projected to retire, creating 128,800 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Auxiliary services Retail trade Financial services Head offices, etc Public admin. & defence 	
More info	Clear card

Labour Market Information

Book-keepers, payroll managers and wages clerks

Book-keepers, payroll managers and wages clerks maintain and balance records of financial transactions, oversee the operation of payroll functions and calculate hours worked, wages due and other relevant contributions and deductions.

Common tasks in this job:

- records and checks accuracy of daily financial transactions;
- prepares provisional balances and reconciles these with appropriate accounts;
- supervises payroll team and develops payroll systems and procedures;
- calculates and records hours worked, wages due, deductions and voluntary contributions;

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Clear card

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Financial administrative occupations n.e.c.

Job holders in this unit group carry out a variety of finance-related administrative functions not elsewhere classified in MINOR GROUP 412: Administrative Occupations: Finance.

Common tasks in this job:

- receives and pays out cash to customers in non-financial organisations such as turf accountants;
- sells tickets in theatre and cinema box offices, sports stadiums etc.;
- performs duties as cashier in schools, local government and other public sector organisations, legal and insurance services;
- administers grants and student loans in educational institutions;

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Clear card

Chartered and certified accountants

Jobholders in this unit group provide accounting and auditing services, advise clients on financial matters, collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure.

Common tasks in this job:

- plans and oversees implementation of accountancy system and policies;
- prepares financial documents and reports for management, shareholders, statutory or other bodies;
- audits accounts and book-keeping records;
- prepares tax returns, advises on tax problems and contests disputed claim before tax official;

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Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

Useful Websites

[AAT: the leading professional body for accounting technicians | AAT](#)

[IAB | Institute Of Accountants And Bookkeepers](#)

[About Us \(bookkeepers.org.uk\)](#)

[Bookkeeper | Explore careers | National Careers Service](#)

[Accounting, Legal & Management | Stamford College](#)

[How to become an accountant | Undergraduate | UCAS](#)

[Bourne Academy – Aspire – Challenge – Achieve](#)

Take a look at these short videos for inspiration...

A day in the life



<https://www.youtube.com/watch?v=Abi56urip1M&pp=vgUZYWNjb3VudGFudCB3b3JrIGluIG9mZmljZQ%3D%3D>

What does an accountant do?



<https://www.youtube.com/watch?v=hSU63mKbsNo&p=p=ygUad2hhdCBkb2VzIGFuIGFjY291bnRhbncGqZG8%3D>

Finance & Accounting at Uni



https://www.youtube.com/watch?v=z_qpFcdhOB0&pp=ygUYUZYWNjb3VudGluZyBhdCBjb2xsZWdlIHVr

Accounting & Finance



<https://www.youtube.com/watch?v=3mbE2dXSif8&pp=ygUaYXBwcmVudGlijZXNoaXAgQWNjb3VudGluZyA%3D>

Aspire | Challenge | Achieve