



# JOB of the Week



**Job name: Accountant**

**Job description:** An accountant provides financial information to management by researching and analysing accounting data; preparing reports and compiling / analysing account information. An accountant documents financial transactions by entering account information into IT systems.

## Tasks you will undertake in the job:

- Maintain profit and loss accounts, budgets, cash flow forecasts and other accounting records;
- Produce, collate and report financial information for managers;
- Liaise with clients to ensure that payments are made on time and credit limits are not exceeded;
- Ensure invoices and payments are correct and sent out on time;
- Monitor accounting systems to determine accounts are being maintained effectively and provide information on accounting practices to auditors.

## Qualifications you will need for this job:

The AAT qualification is typically the minimum level expected of an accountant, but to progress you'll have to gain the ACCA, ACA or CIMA qualifications. Many accountants will hold a university degree, but this is not essential. You can still get the qualifications you need because professional bodies provide courses for students and workers at all levels. The most popular accountant qualifications include: **AAT** (Association of Accounting Technicians) accounting courses – (3 qualifications at 3 levels) combining industry knowledge and practical work skills; **ACCA** (Association of Chartered Certified Accountants) qualifications (two levels: Fundamentals and Professionals - corporate and business law to audit and assurance); **ICAEW** (Institute of Chartered Accountants in England and Wales) chartered accountant status (referred to as the ACA – 3-5 years practical work experience and 13 modules) and CIMA (Chartered Institute of Management Accountants) business finance award.

## Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

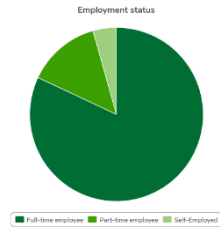
## Sectors in which Accountants would normally work:



### Top 10 industries for this job

Legal & accounting	6731	Office admin.	2925
Financial services	2051	Head offices, etc	1722
Public admin. & defence	1461	Wholesale trade	1443
Specialised construction	1381	Food & beverage services	1062
Construction	1041		

Type of work (full time / part time):



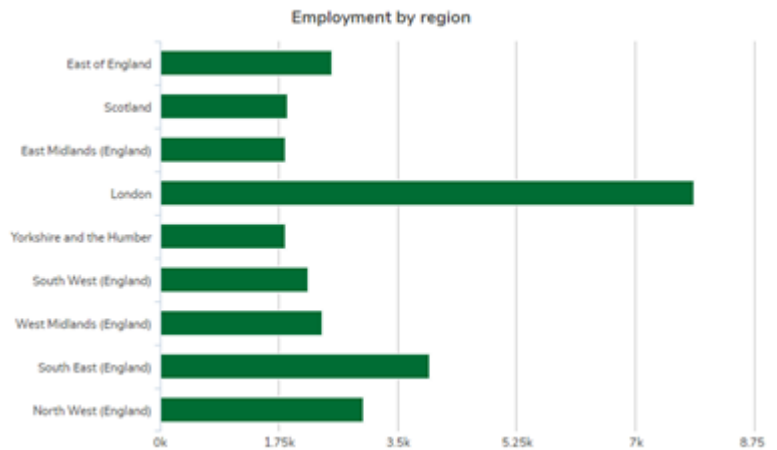
Salary: £47,320 average salary - The UK average salary is £28,758



Working hours: 38 average working hours in the week (37.5 working hours in the average working week)

Workforce in the UK: 48% male / 52% female workforce

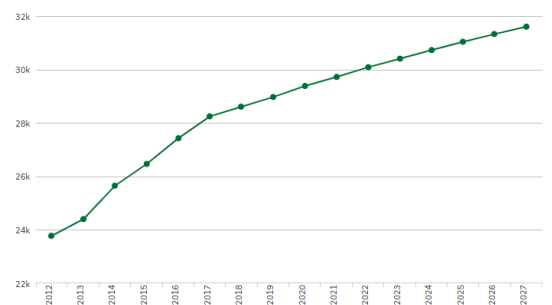
Employment by region in the UK:



This job in the future:

The workforce is projected to grow by 7.5% over the period to 2027, creating another 2,200 jobs.

In the same period, 51% of the workforce is likely to retire, creating 15,000 job opportunities.



- [www.icould.com](http://www.icould.com)
- [www.successatschool.org](http://www.successatschool.org)
- [www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)
- [www.prospects.ac.uk/jobs-and-work-experience/job-sectors](http://www.prospects.ac.uk/jobs-and-work-experience/job-sectors)
- [www.ucas.com/careers-advice](http://www.ucas.com/careers-advice)
- [www.kudos/cascaid.co.uk/#/](http://www.kudos/cascaid.co.uk/#/) (you all have a log on for this service)
- [www.careersbox.co.uk](http://www.careersbox.co.uk) (careers videos)

Helpful sites for careers information



GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykczA>

