Accounts Assistant

Accounts assistants help with the processing, authorising and recording of all financial transactions for an organisation. They work for companies across a range of sectors. They are sometimes called bookkeepers.

The Work

Your duties will vary depending on the organisation you work for.

You could be:

- processing daily bank transactions
- calculating and recording totals of transactions
- paying company bills
- processing credit card, debit card and cash transactions
- maintaining records, sales and purchase ledgers and VAT returns
- contacting customers about outstanding invoices and taking correct payments
- processing wages and expenses
- using specialist accounting software.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Accounts assistants can earn from £25,000 a year, rising to around £35,000 with experience.

Conditions

- Responsibilities or nature of duties may vary depending upon the size or type of business. In a smaller firm, for example, you may control all financial activities, but in a larger organisation your duties may be more specific or specialised.
- If you work full time you will work about 35-39 hours a week.
- Opportunity for part time work is good.
- You would normally be based in an office.

Getting In

- Some employers may ask for subjects at National 5, including English and Maths, while others may look for an HNC (SCQF Level 7) in a business or finance related discipline.
- For an HNC course, you usually need 1 Higher and some subjects at National 5.
- You could do a Modern Apprenticeship in Accounting leading to ACCA Introductory Certificate in Financial

and Management Accounting at SCQF Level 5 or AAT Foundation Certificate in Accounting at SCQF Level 6.
- Studying for the Foundation Apprenticeship Accountancy (SCQF Level 6) while in fifth and sixth year at school could count towards entry requirements of a course or Modern Apprenticeship. Entry requirements vary between colleges, but you usually require some subjects at National 5 including English and Maths.

You can look for jobs on the government's Find a job website or on other recruitment websites.

What Does It Take

You should be:

- able to work under pressure at busy times
- fast and accurate when dealing with figures
- able to work well in a team
- honest and dependable.

You should also have:

- excellent communication skills
- good IT skills
- accurate cash handling skills
- good customer care skills.

Training

- You get on the job introductory training in computing software systems, handling cash, credit and debit cards and operating credit accounts.
- Your employer might arrange part time training for you for SVQs.
- As a Modern Apprentice, you would train on the job as well as attending college or a training centre on a day or block release basis.

Getting On

- If you are working for a big company, your employer might offer you training for a supervisory or post. From there you might go on to train as a departmental manager.
- You might complete further AAT qualifications to become an accounting technician.

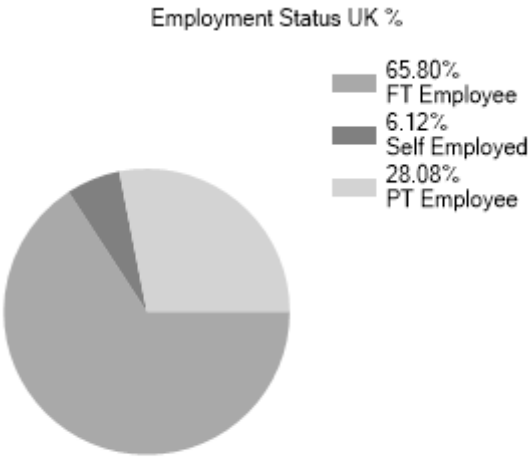
Contacts

Association of Accounting Technicians (AAT)
Tel: 020 3735 2468
Email: customersupport@aat.org.uk
Website: www.aat.org.uk
X: @YourAAT
Facebook: www.facebook.com/youraat

Association of Chartered Certified Accountants (ACCA)

Tel: 0141 582 2000
Website: www.accaglobal.com
Website (2): alljobs.accaglobal.com
X: @ACCANews
Facebook: www.facebook.com/ACCA.Official

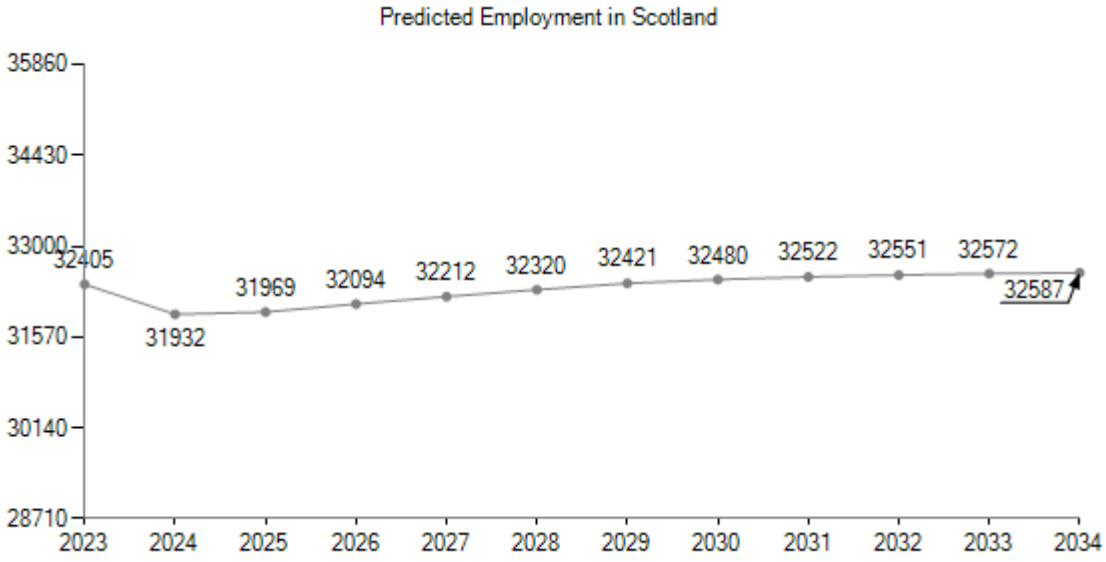
Statistics



Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by LMI for All



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