

## Accounting Technician

Accounting technicians do much of the detailed work within accounting. They prepare the financial information which professional accountants or business managers use when giving financial advice or making decisions.

### The Work

You could be:

- dealing with invoices from suppliers and paying them
- monitoring expenses and bank transactions
- keeping and checking financial records
- managing the system that pays company wages and salaries
- calculating sales, profits and the value of stock
- preparing financial statements or company tax returns
- collecting, organising and checking financial information for professional accountants and business managers
- assisting with budget planning and control.

### Pay

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

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

Salaries for trainee accounting technicians are around £16,000 to £22,000 a year. As a qualified accounting technician, your salary is likely to be between £18,000 and £25,000 per year. Senior technicians can earn up to £32,000 or more.

### Conditions

- You would be based in an office and work normal hours. You may have to spend some time out of the office visiting clients.
- In a small organisation, you would have a variety of duties. In a larger organisation, you might specialise in one area of work.
- You would do much of your work at a computer, using financial software packages or spreadsheet applications.

### Getting In

- You could start as an accounts clerk or trainee accounting technician and study part time for recognised professional qualifications. There are no set entry requirements, but most employers prefer a good group of subjects at National 4 or 5, including English and Maths. You may need one or more Highers.

- You could enter through a Modern Apprenticeship. There are different levels available and entry requirements may vary between employers. Details are specified when opportunities are available.
- You could take a college course before starting work. There are courses in accounting at various levels: NC, NQ, HNC and HND.
- For NCs (SCQF Level 4-6) and NQs (SCQF Level 4-6) in Accounting or Accounts you usually require at least 3 subjects at National 4 or 5; some colleges may accept only National 5 qualifications or require one Higher. For an HNC (SCQF Level 7) or HND (SCQF Level 8) course you need 1-2 Highers and some subjects at National 5. English and Maths are preferred.
- 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.
- If you have an HNC or HND you may get exemption from some of the accountancy technician examinations.

As an accounting technician, you could work in a wide range of organisations, including manufacturing companies, local and central government, the health service, banks, insurance companies and private accountancy firms.

## What Does It Take

You need to have:

- good numeracy skills
- good computer skills
- an interest in finance and business
- a methodical approach.

You need to be able to:

- pay attention to detail
- understand and handle complex information
- communicate clearly both in speech and writing
- work well under pressure and meet deadlines
- be discreet when handling confidential information.

## Training

- If you take a Modern Apprenticeship at SCQF Level 5, 6 or 8, you would work with an employer and study for accounting technician examinations. These would be through either the Association of Accounting Technicians (AAT) or the Association of Chartered Certified Accountants (ACCA).
- The AAT qualification is sponsored by the professional accountancy bodies of the Institute of Chartered Accountants of Scotland (ICAS), the Chartered Institute of Management Accountants (CIMA) and the Chartered Institute of Public Finance and Accountancy (CIPFA).
- If not on a Modern Apprenticeship, you would still work with an employer and study for either the AAT qualification or the Certified Accounting Technician (CAT) Scheme, which is run by ACCA.
- Full details of entry requirements, examinations and exemptions are on the websites.

- You can study for the examinations by day or block release or evening classes, by distance or open learning or by a combination of these. You must be prepared to study in your own time.
- The length of training varies depending on your initial entry qualifications.
- As each of the accountancy technician qualifications is linked to one or more professional accountancy bodies, there are clear, well-established training routes so that you can progress from technician to professional level accountancy.

## Getting On

- You could move between employers to widen your experience and gain promotion.
- Many accounting technicians achieve senior positions in their firm.
- You may choose to use your technician qualification to train as a professional accountant.
- There may be opportunities to work abroad.

## More Information

Job prospects are generally very good. Financial support staff work in a wide variety of roles and with many different types of employer.

RSM, a leading provider of audit, tax and consulting services, offer an AAT Trainee Scheme for school or college leavers. Applicants need at least 5 subjects at National 5, including English and Maths, plus at least 104 UCAS tariff points from their four best Highers or Advanced Highers. The two-year scheme is normally studied via block-release. Places are available in Aberdeen, Edinburgh, Glasgow, Grangemouth and Lerwick. Visit the [RSM Careers](#) website for more information.

The [AAT website](#) lists jobs, as does the Association of Chartered Certified Accountants (ACCA) at [ACCA Careers](#)

## Contacts

### Association of Accounting Technicians (AAT)

Tel: 020 3735 2468

Email: [customersupport@aat.org.uk](mailto:customersupport@aat.org.uk)

Website: [www.aat.org.uk](http://www.aat.org.uk)

X: @YourAAT

Facebook: [www.facebook.com/youraat](http://www.facebook.com/youraat)

### Association of Chartered Certified Accountants (ACCA)

Tel: 0141 582 2000

Website: [www.accaglobal.com](http://www.accaglobal.com)

Website (2): [alljobs.accaglobal.com](http://alljobs.accaglobal.com)

X: @ACCANews

Facebook: [www.facebook.com/ACCA.Official](http://www.facebook.com/ACCA.Official)

### Association of International Accountants (AIA)

Tel: 0191 493 0277

Email: [aia@aiaworldwide.com](mailto:aia@aiaworldwide.com)

Website: [www.aiaworldwide.com](http://www.aiaworldwide.com)

X: @AIA1928

Facebook: [www.facebook.com/AIAworldwide](http://www.facebook.com/AIAworldwide)

### Chartered Institute of Management Accountants (CIMA)

Tel: 020 8849 2251

Email: [cima.contact@aicpa-cima.com](mailto:cima.contact@aicpa-cima.com)

Website: [www.cimaglobal.com](http://www.cimaglobal.com)

X: @CIMA\_News

Facebook: [www.facebook.com/cimaglobal](http://www.facebook.com/cimaglobal)

**Chartered Institute of Public Finance and Accountancy (CIPFA) Scotland**

Tel: 0131 221 8640

Email: [scotland@cipfa.org](mailto:scotland@cipfa.org)

Website: [www.cipfa.org](http://www.cipfa.org)

Website (2): [www.cipfa.org/recruitment](http://www.cipfa.org/recruitment)

X: @CIPFA

Facebook: [www.facebook.com/CIPFA.org](http://www.facebook.com/CIPFA.org)

**Institute of Chartered Accountants of Scotland (ICAS)**

Tel: 0131 347 0100

Email: [connect@icas.com](mailto:connect@icas.com)

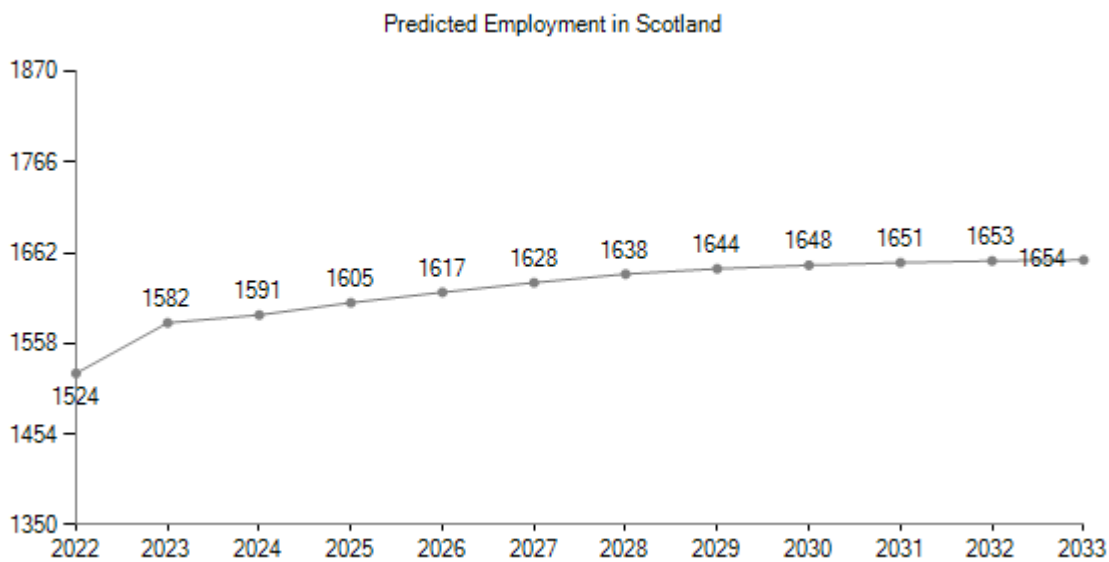
Website: [www.icas.com](http://www.icas.com)

## Statistics

Employment Status : Not available this career.

### Past Unemployment - Scotland

No Claimant statistics available for Scotland.



LMI data powered by [Lightcast](#)