

Thinking Ahead?

Accounting

Produced by
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Information and Guidance Team
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Learner Services

What does an Accountant do

- processing and paying invoices
- recording receipts and payments
- preparing and checking ledger balances and other monthly accounts
- completing and submitting tax returns, VAT returns and National Insurance contributions
- handling company expenses
- updating computerised accounting systems

With experience, you could take on more complex tasks like:

- preparing financial reports
- helping to plan budgets
- supporting qualified accountants with accounts inspections (audits)

Where do they work?

They work in many different settings including public practice firms and industry and commerce, as well as in the not-for-profit and public sectors.

Accountants can also be self employed

What skills and personal qualities do they need?

- Maths Skills
- Problem Solving Skills
- IT skills
- Record-keeping skills

How do I get into Accounting

There are no set entry requirements, but you'll usually need up to 5 GCSEs (grade A* to C) including maths and English or equivalent.

Levels in business studies, maths or economics, and work experience in accounts or finance may also be helpful.

You could start as an accounts clerk or bookkeeper while you study to become an accounting technician.

The [Association of Accounting Technicians \(AAT\)](#) and the [Association of Chartered Certified Accountants \(ACCA\)](#) have information on accounting courses.

You could get into this job through an [apprenticeship](#).

Where can I study?

Bury College Offer progression routes from 1-4

AAT Level 1 Award in Accounting
AAT Level 2 Foundation Certificate in Accounting
AAT Level 3 Advanced Diploma in Accounting
AAT Level 4 Professional Diploma in Accounting

Colleges listed below also offer various Accountancy Courses starting at Level 2.

The Manchester College (www.tmc.ac.uk) Tel: 0333 322 2444
Trafford College (www.trafford.ac.uk) Tel: 0161 886 7000
Stockport College (www.stockport.ac.uk) Tel: 0161 296 5000
Salford City College (www.salford-col.ac.uk) Tel 0161 631 5000
Tameside College (www.tameside.ac.uk) Tel: 0161 908 6600
Oldham College (www.oldham.ac.uk) Tel: 0800 269 480

Apprenticeship funding/apprenticeships are available at most Colleges offering level 1-4

What are the job prospects in Accounting

Employment prospects are growing in the financial sector, therefore there are lots of job opportunities in the future (<http://www.economicmodelling.co.uk/emsireport>)

OTHER SOURCES OF INFORMATION

<http://www.icountraining.com/aat-brochures-forms/>

[AAT Courses Level 1 - 4 - Request Your Free Information Pack
www.qualifications-online.com/AAT](http://www.qualifications-online.com/AAT)

www.manchester.ac.uk/.../courses/.../accounting-and-finance-3-years-baecon

www.mbs.ac.uk/undergraduate/courses/accounting/

www.salford.ac.uk/ug-courses/accounting-and-finance

www.apu.apus.edu/lp2/international

www2.mmu.ac.uk/study/undergraduate/courses/2015/11895

National Careers Service:

Careers advice, job search, CV's and skills assessment.

Freephone: **0800 100 900**

Website: <https://nationalcareersservice.direct.gov.uk>

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