

# Thinking Ahead?

## Accounting Technician

Produced by  
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Information and Guidance Team  
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some information extracted from National Careers Service website

# Learner Services

# Accounting Technician

## what do they do?

You could work for a wide range of companies or you could work in the public sector. Your day-to-day tasks may include:

- 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)

## Skills required:

- problem solving skills
- IT skills
- record-keeping skills
- to be thorough and pay attention to detail
- the ability to work well with others
- administration skills
- customer service skills
- the ability to use your initiative
- to be flexible and open to change
- math's knowledge
- excellent verbal communication skills
- advanced digital skills for programming and using a range of computer languages, hardware and software

## How to become an Accounting Technician

There are no set entry requirements, but you'll usually need up to 5 GCSEs [or equivalent](#) at grades 9 to 4 (A\* to C) including maths and English.

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

## Work based route:

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](#).

## Apprenticeships:

Check these links out for further information and applying for apprenticeships

<https://www.gov.uk/apply-apprenticeship>

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/accountancy-banking->

<http://www.trafford.ac.uk/?s=accounting> [tps://www.gov.uk/find-traineeshipnd-finance/accounting-apprenticeships](https://www.gov.uk/find-traineeshipnd-finance/accounting-apprenticeships)

## Local training providers :

<http://www.burycollege.ac.uk/course/aat-level-2-foundation-certificate-in-accounting>

<http://www.stockport.ac.uk/departments/accounts-and-finance/?type=higher-education>

<http://www.oldham.ac.uk/courses/accounting/>

<http://www.salfordcc.ac.uk/courses/adult/accounting/>

<https://www.tmc.ac.uk/courses/aat-access>

The following Universities in Manchester are currently on the register as offering Degree and/or Postgraduate courses in Accounting and Finance:

- **Manchester Metropolitan University** - Tel: 0161 247 6969

<https://www2.mmu.ac.uk/study/postgraduate/course/msc-accounting-and-finance/?start=2019>

<https://www2.mmu.ac.uk/study/undergraduate/course/ba-accounting-and-finance/>

- **University of Salford** - Tel: 0161 295 4545 <http://www.salford.ac.uk/study>

There are two different routes through the [Salford Alternative Entry Scheme](#) and applicants will be directed to the one appropriate for their course. Assessment will either be through a review of prior learning or through a formal test.

- **University of Manchester** - Tel: 0161 306 6000 <http://www.manchester.ac.uk/>
- **Open University** - Tel: 01908 274066

## **Local Providers of English and Maths up to GCSE Level**

The Manchester Adult Education Service [www.manchester.gov.uk/adulted](http://www.manchester.gov.uk/adulted)

The Manchester College – Tel: 0333 222 444 [www.tmc.ac.uk](http://www.tmc.ac.uk)

Trafford College – Tel: 0161 886 7000 [www.trafford.ac.uk](http://www.trafford.ac.uk)

Stockport College – Tel: 0161 296 5000 [www.stockport.ac.uk](http://www.stockport.ac.uk)

Tameside College – Tel: 0161 908 6600 [www.tameside.ac.uk](http://www.tameside.ac.uk)

The Cheadle and Marple Adult College – Tel: 0161 486 4600 [www.camsfc.ac.uk](http://www.camsfc.ac.uk)

Hopwood Hall College (Middleton campus) – Tel: 0161 643 7560 [www.hopwood.ac.uk](http://www.hopwood.ac.uk)

The Oldham College – Tel: 0161 785 4000 [www.oldham.ac.uk](http://www.oldham.ac.uk)

Salford City College – Tel: 0161 631 5000 [www.salfordcc.ac.uk](http://www.salfordcc.ac.uk)

Bolton College – Tel: 01204 482000 [www.bolton.ac.uk](http://www.bolton.ac.uk)

Aquinas College (Stockport) – Tel: 0161 419 9163 [www.aquinas.ac.uk](http://www.aquinas.ac.uk)

### **Funding for Study:**

General information about funding for Higher Education (degree courses) can be found at:

<https://www.gov.uk/student-finance>

### **Further information;**

With experience, you could move into management or become self-employed and work on accounts for small businesses. You could also study to become a qualified accountant.

[AAT](#) and [ACCA](#) qualifications are recognised across the world, so you could work overseas.

**You are advised to check material facts as although every effort has been made to ensure that information given is up to date, we are aware that information is subject to change. The website links are used to provide further information and are not intended to signify that MAES endorses such websites and their content.**