

## What does it take to become a **ACCOUNTING TECHNICIAN?**

Accounting technicians carry out a range of routine and practical accounting tasks, working towards the collation, checking and analysis of financial information, which is then utilised by accountants. They are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. Accounting technicians deal with financial transactions and are responsible for updating financial records with payments received and expenses and balancing those accounts. Other key responsibilities include updating computer records with financial data; and source information from clients.

### Skills & Knowledge

High school courses in Mathematics, Accounting and Business Management are considered useful, whereas exposure to computer software applications also stands you in good stead. The ability to work under pressure, strong interpersonal and communication skills, an eye for detail, excellent commercial sense, good IT skills, particularly in the use of spreadsheets, self-motivation, and the ability to work both independently and as part of a team are important skills.

### Training

Training is offered at registered training institutions. Other than accounting practice, training also focuses on document management for journals, ledgers, logs and worksheets, and all recordkeeping. Training also focuses on computer and software skills as accounting technicians need to be adept at using online applications and manual accounting systems, both in terms of how they work and troubleshooting. Many technicians train through on the job apprenticeship, or via part-time study or distance learning.



### Working Conditions

Accounting technicians primarily work in an office environment, and although they may typically work standard business hours, they may need to work evenings and weekends, especially when facing budgeting, reporting or tax deadlines.

### Job Prospects

Accounting Technicians enjoy excellent career prospects. They can work in a wide variety of finance roles for many types of organisations, including manufacturing companies, local and central government, the health service, banks and insurance companies and private accountancy firms. Self-employment is also a possibility for qualified technicians. In addition, many who qualify as Accounting Technicians go on to continue their studies, using the qualification as a stepping stone to eventually becoming professional accountants.

You too can live your passion and qualify as an Accounting Technician. If you are detail-oriented, can work both independently and as part of a team, and possess strong mathematical and computer software skills, you are a good candidate.

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