



Accounting and Bookkeeping

Industry Overview

Process, review and administration of a business's financial transactions to meet their needs and government compliance



Job Roles

- Bookkeeper
- Payroll Officer
- Accounts Receivable
- Tax Agent
- Accountant
- Accounts Payable
- BAS Agent



Responsibilities

- To process and review a business's financial records
- Payment of bills
- Bank reconciliations
- BAS preparation and lodgement
- Invoicing
- Payroll
- Bank feed allocation
- Administration as required



Skills

- Attention to detail
- Ability to work to deadlines
- Ability to think outside the square and troubleshoot
- Good with numbers
- Flexibility



Qualifications

- On the job training
- Certificates and Diplomas



Industry Benefits

- Finding something you love to do, like reconciliations
- Money can be good with qualifications
- Ability to freelance
- Flexibility

Industry Challenges

- Deadlines
- Changes to legislation and awards
- Need to keep up to date and professional development



Why young people should consider this line of work

- An occupation that will never date
- Not a job for "nerds" – can be interesting and challenging



Scan code for more information on this and other industries



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