



TOTAL PEOPLE
LEADERS IN LEARNING®

**CAREERS
EDUCATION,
INFORMATION,
ADVICE AND
GUIDANCE
ACCOUNTS**

TOTALPEOPLE.CO.UK



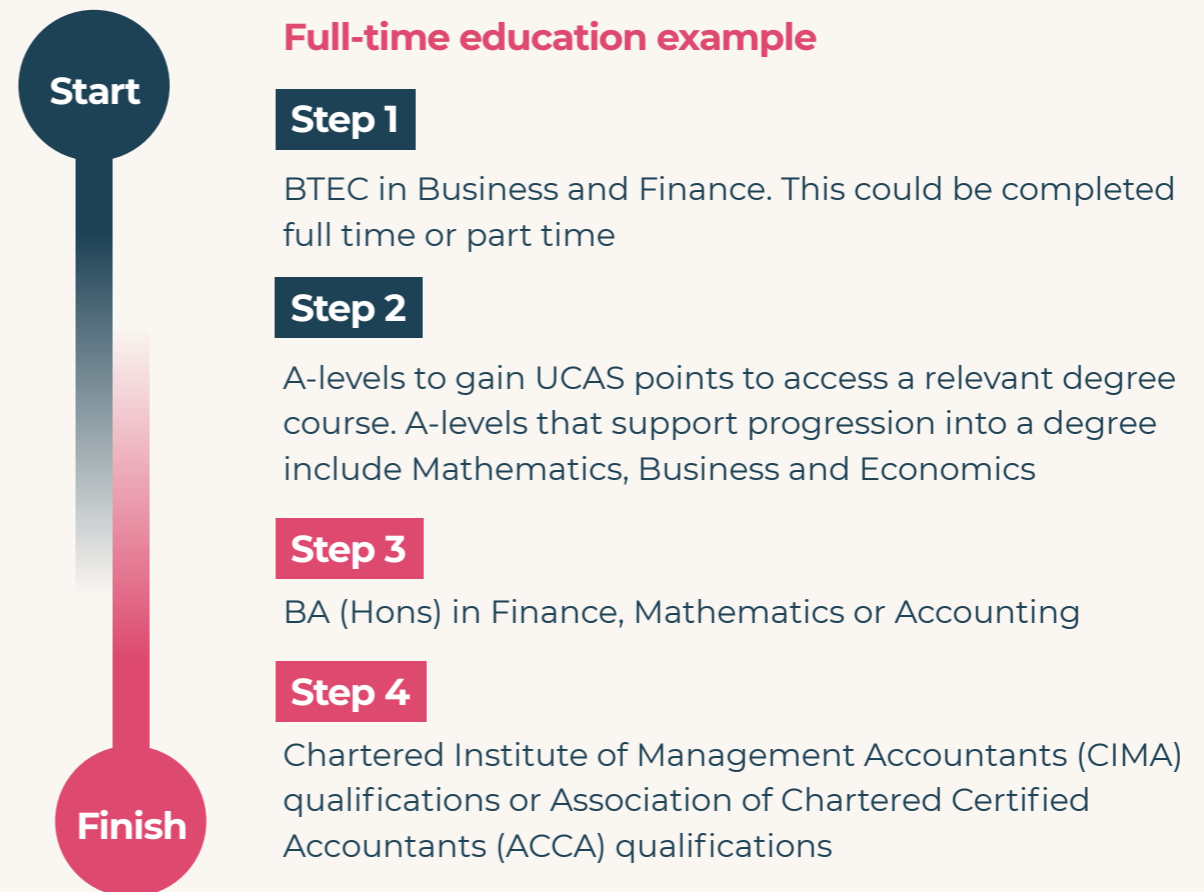
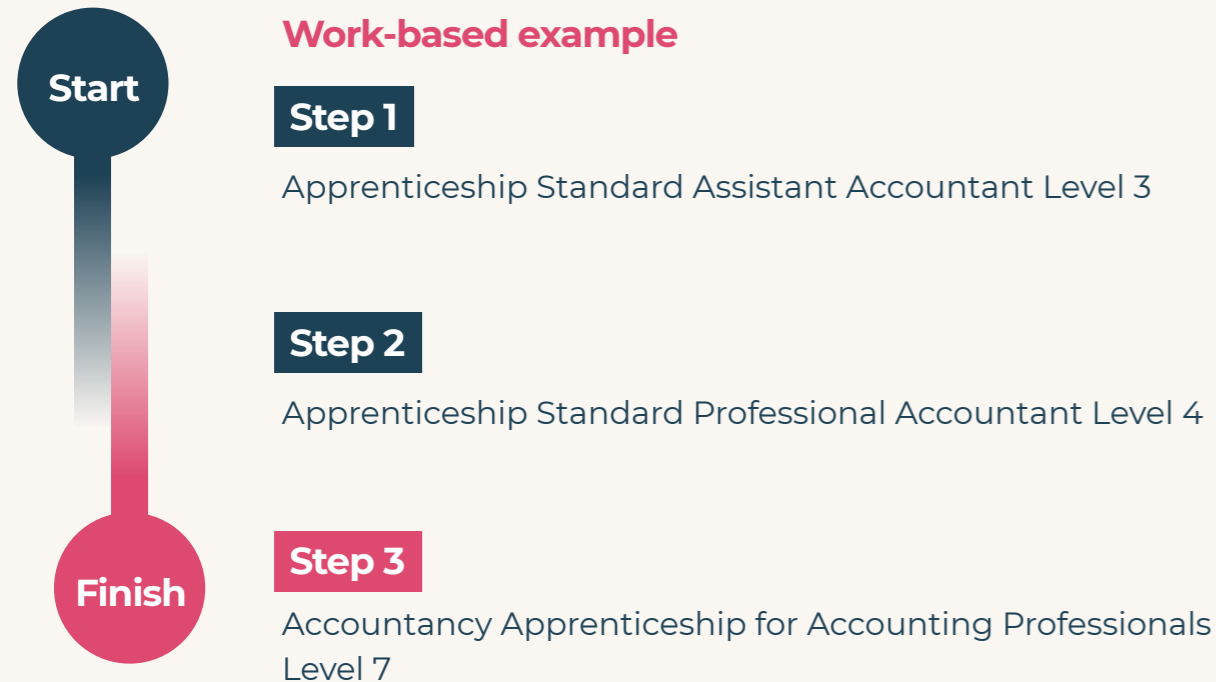
QUALIFICATIONS

PATHWAYS FOR PROGRESSION

There are different qualifications available to help you progress your career in the Accounts sector. The examples below demonstrate both a work-based and a full-time education route.

You may decide at a certain point in your career that you want to specialise, for example, in a Level 4 qualification in accounting or tax.

If you wish to progress onto a degree in finance or maths and have not opted to complete A-levels, some universities may accept other Level 3/Level 6 courses. It is important to check with individual universities and courses what their entry requirements are.



JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

LEVEL 3

- Accounts assistant
- Accounts payable clerk
- Audit trainee
- Credit controller
- Payroll administrator/supervisor
- Practice bookkeeper
- Finance assistant
- Tax assistant

LEVEL 4

- Assistant auditor
- Assistant management accountant
- Assistant financial accountant
- Accounts payable and expenses supervisor
- Commercial analyst
- Payroll manager
- Senior bookkeeper
- Senior financial officer

TRANSFERABLE SKILLS AND BEHAVIOURS

- Great communication – in particular, the ability to translate data/numbers/technical information for people and departments not involved in finance
- Effective time-management skills – the ability to prioritise in order to achieve timely outcomes
- Collaboration
- Creativity – particularly if working within a strategic role, such as management accounts or board leadership
- Problem solving
- Attention to detail
- Critical-thinking skills
- Adaptability



CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

It is important to be able to recognise the skills and behaviours you are gaining at any level, as you will then be able to promote these to current and potential employers, as well as education providers.

People may change career path at any point and the skills and knowledge gained can often be transferred to another role. Communication skills, decision-making skills and interpersonal skills would be valued in any career.

Experience in managing budgets and finance could be transferred to a career in accountancy or banking.



MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

WEBSITES AND CAREERS INFORMATION

There are many independent resources available that you can use when making decisions about your career pathway and next steps.

Career in finance – AAT

National Careers Service

Build a career you can count on – AAT

Accounting, finance and CPD events – AAT

Student events

AccelerAATe: their annual student conference supports students in all aspects of their AAT journey. From study tips and assessment preparation to career support and how to stand out from the crowd, students can hear from industry experts, connect with the AAT community and gain confidence in studying.

Student drop-in sessions: a fortnightly 30-minute lunch session where they focus on a specific AAT learning area, keeping students engaged and ensuring they get the most out of the AAT resources available. There's also a chance to put questions to AAT experts.

Facebook Live: each month, they look at a topical subject with an industry expert, delivering support on key principles of accounting and letting students ask questions directly.

UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life.

Click here for more information.

IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site **here** and select the occupational route you are interested in.

Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

