

ACL

ADULT LEARNING

ACCOUNTING

CAREER PLANNER



**Improving lives
through learning**

ACLESSEX.COM



INTRODUCTION

Are you looking to start a career in accounting? Or maybe you already work in accounting but are looking to gain a qualification, improve your skills or earn a promotion.

In this booklet you will:

- › See the wide range of accounting career pathways
- › Think about the skills you have & want to improve
- › View our current course & apprenticeship offer
- › Use a range of editable templates to plan your next steps

THINGS TO THINK ABOUT

What is your career goal?

(E.g. to earn a promotion, to become a financial advisor, to increase knowledge and confidence, to gain a leadership role.)

When would you like to achieve this by?

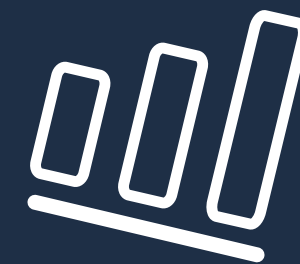
Did you know...

We offer AAT accredited qualifications ranging from level 2 to level 4, so whether you are just starting out or already have experience, we have something for you!

CAREER PATHWAYS

Check the careers you might be interested in:

Business owner
Accounting Technician
Tax Inspector
Pensions Advisor
Forensic Auditor
Film Production Manager
Stockbroker
Mortgage Advisor
Economist
Financial Advisor
Fashion Purchasing Manager
Financial Journalist
Banker
Non-profit Accountant
Accounting Tutor
Financial Software Developer
Financial IT Technician
Sports Accountant



SKILLS EMPLOYERS LOOK FOR

There are a wide range of skills employers are interested in when hiring someone for an accounting role.

Which of these do you feel confident in and which would you like to improve on? By answering these questions you will get a better idea of your next steps.

Do you have the following skills/knowledge? Yes No

- Basic numeracy
- Accounting standards
- Business functions
- IT & digital
- Data analysis
- Critical thinking
- Communication
- Organisation
- Time management
- Attention to detail
- Adaptability

Do you have the following skills/knowledge? Yes No

- Spreadsheets (Excel)
- Preparing financial statements
- Reporting on financial statements
- Problem solving

Which skills would you like to work on?

Don't worry if you answered 'no' to a lot of the above, our [introduction to accounting](#) and [accounting certificate level 2](#) courses will teach you from the beginning!

OUR OFFER:

- | | |
|------------------------------|------------------------------|
| ➤ Introduction to Accounting | Apprenticeships: |
| ➤ Accounting Certificate L2 | ➤ Finance Assistant L2 |
| ➤ Accounting Diploma L3 | ➤ Assistant Accountant L3 |
| ➤ Accounting Diploma L4 | ➤ Professional Accounting L4 |

➤ [ACLESSEX.COM/ACCOUNTING](https://aclessex.com/accounting)

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SETTING SMART GOALS

What is a SMART goal? SMART goals help you to think through and plan what you want to achieve.

Specific

(Think about who is involved in the goal, what, when, why and how you want to achieve it. E.g. I will complete an accounting qualification at ACL Clacton by June 24)

Measurable

(How will you know if you have achieved your goal? E.g. I will have completed the Accounting Diploma L3 and got a Distinction)

Achievable

(Do you have the resources and skills to reach the goal? Think about your answers to the questions on the last page)

Realistic

(Are you able to commit to achieving the goal? Is it realistic within the time and with the resources you have)

Timely

(When will you complete your goal by? Are there certain things you can do by certain dates? E.g. Find out course details, enrol on the course, complete the course etc)

UPCOMING COURSES & APPRENTICESHIPS

- [Introduction to Accounting](#)
- [Accounting Certificate L2](#)
- [Accounting Diploma L3](#)
- [Accounting Diploma L4](#)

Courses and [apprenticeship vacancies](#) are regularly added, to view the latest opportunities, please visit our website.

➤ [ACLESSEX.COM/ACCOUNTING](https://aclessex.com/accounting)

HOW TO ENROL

Once you have chosen your course/s, you can either enrol on our website or by phone.

1. ONLINE

Visit www.aclessex.com and create an account. You can then either search for the course title using the search box or browse our website.

Once the course has been selected, you will be asked to fill out an enrolment form (non-qualification course), or asked to enrol onto an assessment session (qualification).

2. PHONE

Call **03330 600 111** to talk to our Customer Services team. Before calling, please make a note of the course or course code where possible.

Our phone lines are currently open Monday to Friday, from 8:30am to 5pm, unless otherwise stated.

CONTACT US ONLINE OR BY EMAIL

🖱 aclessex.com/contact-us

@ lifelong.learning@essex.gov.uk



EQUALITY AND DIVERSITY

ACL is committed to fairness and equality of access, opportunity and outcome for all learners and potential learners. We oppose discrimination in any form and have a commitment to making our courses inclusive and available for all. We positively welcome enrolments from everyone, regardless of age, culture, race, religion/belief and sexual orientation, and actively promote Equality and Diversity across all areas of the service.

SAFEGUARDING

We are committed to the safeguarding of all our learners, staff, volunteers and visitors. We are particularly mindful of specific vulnerable groups although we promote the safety and wellbeing of all members of the ACL community. We want you to feel safe and not threatened by the environment or other people and we have policies and procedures in place to deal effectively with any safeguarding concerns raised. We ensure all staff are trained and our learners are advised on reporting concerns.