

CAREERS IN ACCOUNTING

- Level 2
- Level 3
- Level 4+



 Accounts administrator

 Accounts assistant

 Commercial analyst

 Trainee finance assistant

 Payroll administrator

 Fixed asset accountant

 Accounts payable clerk

 Practice bookkeeper

 Payroll manager

Pathways



Accounts administrator

Manages financial records and processes transactions, ensuring accurate information.



Trainee finance assistant

Assists with financial tasks, such as data entry and financial reporting whilst learning on the job.



Accounts payable clerk

Processes and manages outgoing payments, ensuring invoices are paid on time.



Accounts assistant

Supports the accounting team by performing tasks such as data entry, bookkeeping and financial reporting.



Payroll administrator

Manages employee payroll, ensuring accurate payment of salaries, taxes, and deductions.



Practice bookkeeper

Maintains financial records for a business, handling tasks such as invoicing and expense tracking.



Commercial analyst

Analyses financial data to provide recommendations that support business decisions and strategies.



Fixed asset accountant

Manages the accounting for an businesses fixed assets, tracking acquisitions and depreciation.



Payroll manager

Oversees the payroll department, ensuring all payroll processes are accurate and timely.

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