

# Exploring Careers through Technical Routes

## Accounting Technician



### The Industry

Financial management is at the heart of every business so demand for accounting and finance skills is consistently high across all sectors.

Accounting technicians carry out a range of practical accounting tasks working towards the collation, checking and analysis of financial information to be used by accountants e.g. preparing the financial information that professional accountants or business managers use when making decisions. There are general administration duties such as filing invoices and year-end reports as well as more specialist tasks including: arranging payments for invoices; recording receipts and payments; administering payrolls; using and submitting tax returns, VAT returns and National Insurance contributions; handling company expenses; updating computerised accounting systems.

A technician could be part of a large team or be the only financially trained member of staff in a small business.

### Skills and requirements

The role is mainly office based with much work being done at a computer using financial software packages or spreadsheet applications.

Different financial departments require different specialist knowledge. In general to be successful you will need:

- An interest in the financial side of business
- A thorough and methodical approach to work
- Strong mathematical and problem-solving skills
- Strong interpersonal and communication skills
- Excellent commercial sense
- Attention to detail with good recording skills
- Self-motivation
- The ability to work as part of a team
- The ability to work well under pressure and meet deadlines
- Discretion and honesty when handling confidential information.

### Further information

Association of Accounting Technicians  
<https://www.aat.org.uk/why-aat>

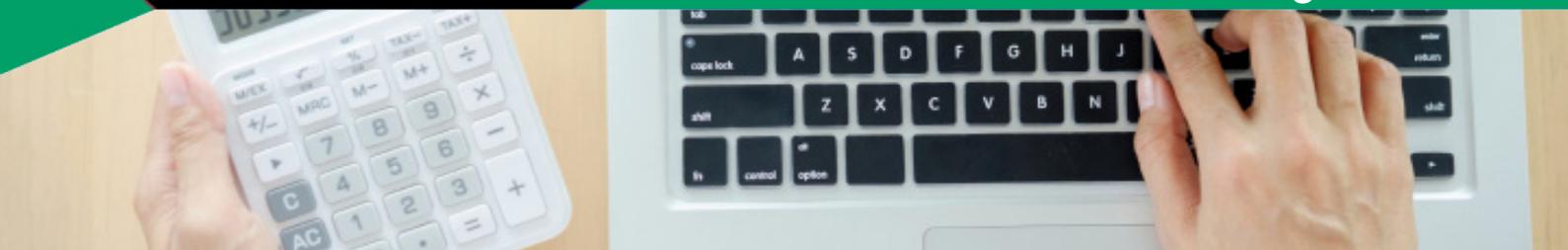


'Currently there are almost 600,000 people employed in accounting roles in the UK. Of these approximately 500,000 work as in-house accountants and 150,000 work in specialist accounting service firms.'

Source: <https://www.ccab.org.uk>

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## Accounting Technician



### Progression

#### Study Programme

Gain office work experience.

**Level 3**  
Business Studies.

**Level 3**  
Business Studies.  
Business and Finance.



#### Apprenticeships

Association of Accounting Technicians (AAT).

**Level 3**  
Assistant Accountant.

**Level 4**  
Professional Accounting Technician.



#### Further study

**BSC (Hons)**  
Accounting.

**BA (Hons)**  
Accounting and Finance.

**FdA**  
Business Management with Accounting.  
Accounting and Finance.



#### Career roles

Management Accountant.  
Corporate Treasurer.  
Tax Inspector.  
Auditor.



### Calculation including problem solving

#### Tasks

- Calculate the amount of VAT that is due to the HMRC on the sale of goods.
- Calculate budget production costs by flexing budgets to support business planning.
- Calculate variance by comparing budgets to actual expenditure.

#### GCSE maths links

- Ratio, proportion and rates of change** (percentages - finding a percentage).
- Number** (whole numbers - addition, multiplication, subtraction; approximation - estimating calculations).
- Number** (whole numbers - addition, multiplication; converting between fractions - decimals and percentages).

#### L2 Functional skills maths links

- Measure, shape and space**  
**MSS/L2.1** Calculate amounts of money, compound interest, percentage increases, decreases and discounts including tax.
- Number**  
**N/L2.2** Carry out calculations with numbers including strategies to check answers including estimation and approximation.
- Number**  
**N/L2.4** Identify and know the equivalence between fractions, decimals and percentages.

### Communication, all forms

#### GCSE English links

- Discuss the documents required for financial transactions with a client.
- Speak to a client and supplier regarding an issue with their invoice.
- Prepare financial analysis management information packs in preparation for the management team meeting.

#### GCSE English links

- Spoken Language** (speaking and listening - audience and purpose, standard English; personal presence - body language, eye contact).
- Spoken language** (speaking and listening - discussion skills; voice - pitch, volume).
- Writing** (writing non-fiction - a report; planning - a structure; literary techniques - informative language; vocabulary - use precise verbs).

#### L2 Functional skills English links

- Speaking, listening and communicating**  
**SLC/L2.6** Use language that is effective, accurate and appropriate to context and situation.
- Speaking, listening and communicating**  
**SLC/L2.4** Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts.
- Writing composition**  
**WC/L2.3** Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables).