

CAREER SPOTLIGHT

Accounts Assistant

Helps keep a company's finances organised and up to date by supporting financial processes and maintaining accurate records.



WHAT YOU'LL DO

- Process invoices and payments
- Maintain financial records
- Update sales ledgers
- Support financial reporting
- Answer finance queries



THE IMPACT

You'll help businesses manage their money accurately, supporting smooth day-to-day operations and informed decision-making.



SKILLS & QUALITIES

- ✓ Attention to detail
- ✓ Numeracy skills
- ✓ Time management
- ✓ Communication skills
- ✓ Confidence with spreadsheets



CAREER PATH



Accounts Assistant



Assistant Accountant



Accounting Technician



Finance Manager



ALSO KNOWN AS

- Finance/ Accountant Assistant
- Accounts Administrator
- Purchase Ledger Clerk
- Sales Ledger Clerk
- Payroll Assistant

TYPE OF ROLE



- Finance
- Accounting
- Business Support
- Administration

WHERE YOU'LL WORK



- Office environment in finance teams, supporting the financial activities of businesses.

QUALIFICATIONS



- Apprenticeships/ customer service experience
- Accounting qualifications (e.g. AAT)
- Useful subjects: Mathematics, Business Studies, IT/Computing and English.

WHO YOU'LL WORK WITH



- Finance team
- Customers
- Suppliers
- Colleagues across the business
- Auditors

BEST BIT



Working with numbers and supporting business success

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