



| NSW Department of Education

Bookkeeper

Bookkeepers harness their love of numbers, details and technology to provide a crucial service to businesses. They maintain records of financial transactions in accounting systems so businesses know exactly how well they're going.

What bookkeepers do

Far from simply entering data and reconciling at the bank, bookkeepers spend time understanding the business they're working for and how it operates. They explore the needs of the business, assess its systems and processes, and look for areas that can be streamlined so they can make processes as simple and efficient as possible.

Bookkeepers need to be able to focus on one financial situation at a time without distraction, which means they must prioritise certain tasks over others and avoid multi-tasking. They capture all the relevant information required to produce an accurate result and ensure nothing is missed or duplicated.

Bookkeepers complete a number of technical duties, which requires knowledge of various computer programs and systems for accounting, auditing and document management including cloud-based software such as MYOB and Xero. They also make calculations manually to ensure accuracy, and often use ledgers and receipt books alongside calculators to prepare financial statements and reports.

Will I get a job?

While this is a large employment area with 107,700 workers in Australia now, it is expected to decline by 3,400 jobs over the next four years.

What will I earn?

\$951–\$1,100 median full-time weekly salary (before tax, excluding super).

You'll like this job if...

You're good with numbers. You like problem solving. You like working alone. You focus on the facts and details. You make decisions using logical analysis. You objectively weigh pros and cons, and value honesty and consistency. You're a good communicator. You have excellent data entry skills. You're comfortable 'following the rules'.

A day in the life...

Work as a bookkeeper may involve these tasks:

- keep financial records
- maintain and balance accounts using manual and computerised systems
- monitor cash flow and lines of credit
- prepare and produce financial statements, budget and expenditure reports and analyses using account books, ledgers and accounting software packages
- prepare invoices, purchase orders and bank deposits
- reconcile accounts against monthly bank statements
- verify recorded transactions and reporting irregularities to management
- prepare forms that report business tax entitlements and obligations, such as the amount of goods and services tax paid and collected.

VET qualifications

The following government-subsidised qualifications are available in NSW:

Certificate IV in Accounting and Bookkeeping (FNS40217)

- Up to 2 years full-time
- Graduates employed or in further study: 91.5 %*

Certificate IV in Bookkeeping (FNS40215)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 84.8 %*

Roles to look for

- Bookkeeper
- Business Activity Statement (BAS) agent
- Payroll officer

Main employing industries

- Construction
- Education and training
- Professional, scientific and technical services (e.g. small law firms, architectural or engineering services)

Other jobs you may like...

- Accounting clerk
- Insurance, money market and statistical clerk
- Credit and loans officer
- Payroll clerk



To find out more regarding these related jobs, visit education.nsw.gov.au/job-guides.

Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. *Approximately 6 months after they completed VET.

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