

CAREER FACT SHEET

Bookkeepers

Snapshot

Bookkeepers maintain and evaluate records of financial transactions in account books and computerised accounting systems.

How many are employed in this occupation?	82,500
What are the average weekly earnings for full time workers?	\$1,304
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Medium
What will be the likely future employment growth for the next five years?	Decline

Main employing industries

Professional, Scientific and Technical Services; Construction; Agriculture, Forestry and Fishing; Manufacturing

Tasks

This occupation may include associated occupations with varying tasks.

- keeping financial records, and maintaining and balancing accounts using manual and computerised systems
- monitoring cash flow and lines of credit
- preparing and producing financial statements, budget and expenditure reports and analyses using account books, ledgers and accounting software packages
- preparing invoices, purchase orders and bank deposits
- reconciling accounts against monthly bank statements
- verifying recorded transactions and reporting irregularities to management
- may be required to prepare forms reporting business tax entitlements and obligations such as the amount of goods and services tax paid and collected

INDUSTRY OVERVIEW

Financial and Insurance Services

If you think you would like to organise, analyse and check the accuracy of financial information, or to offer advice on insurance or financial products, then you should consider a career working in Financial and Insurance Services.

Qualifying for a role in this sector could see you in charge of preparing budgets, financial statements, tax returns, audits and reports, managing the payroll of a large company, maintaining customer databases, ensuring procedures comply with government regulations, or participating in the development of business plans. Other roles in the Financial and Insurance Services sector focus on customer service and on matching products to clients' needs. While work in Financial and Insurance Services usually takes place in an office environment, some people are able to do part of their work at home, due to the growth of remote technological capabilities.

The career possibilities in finance and insurance are very broad, with plenty of scope for work across a variety of businesses. Let's face it, most companies need financial services of some kind! And due to shifting global financial conditions, this industry is undergoing rapid changes, making it a very exciting time to get involved.

Possible job pathways

- Accountants
- Accounting Clerks
- Auditors and Company Secretaries
- Bank Workers
- Bookkeepers
- Credit and Loans Officers
- Economists
- Finance Managers
- Financial Brokers
- Financial Dealers
- Financial Investment Advisers and Managers
- Insurance Agents
- Insurance Investigators and Loss Adjusters
- Actuaries, Mathematicians and Statisticians
- Insurance Money Market Statistical Clerks



Financial and Insurance Services

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