Accounting

What accountants do

- Keep records of companies' income and expenditure
- Handle money, cheques and other payments
- Manage assets
- Plan what to do with money
- Ensure all legal requirements are met
- Manage businesses
- Compile budgets
- Control expenses
- Manage purchases • Teach children
- Lecture at tertiary level

Skills you'll need

- Excellent maths and analytical skills
- Interest in banking systems
- Attention to detail
- Determination and commitment
- Excellent language skills
- Ability to deal with people
- Presentation skills

Accounting

Qualifications

- Advanced diploma
- Certificate
- Diploma
- National certificate
- Bachelor of commerce in accounting (BComAcc)
- Bachelor of accounting science (BAccSc)
- Bachelor of economic science (BEconSc)
- Bachelor of business science (BBusSc)finance
- Accountant

Professional bodies

The South African Institute of **Chartered Accountants** PO Box 59875, Kengray 2100 Tel: 011 621 6600 www.saica.co.za

The Independent Regulatory Board of Auditors

PO Box 8237, Greenstone 1616 Tel: 087 940 8800 www.irba.co.za

The Southern African Institute of Chartered Secretaries and **Administrators**

PO Box 3145, Houghton 2041 Tel: 011 551 4000 www.icsa.co.za

The Association of Chartered **Certified Accountants** PO Box 924, Saxonwold 2132 Tel: 011 217 2288 www.acca.org.za

Career options

- Accounts clerk
- Administrator
- Asset manager
- Auditor
- Banker
- Bookkeeper
- Business manager
- Chartered accountant
- Commercial lawyer Company secretary
- Compliance officer
- Financial planner
- Financial manager
- Financial secretary
- Foreign exchange officer
- Insurance

Lecturer

- consultant
- Investment manager Teller
- Internal auditor
- Financial consultant Management accountant
 - Office administrator
 - Property manager
 - Property valuator
 - Supply chain manager
 - Tax consultant
 - Teacher

Choose these subjects

MUST HAVE

- English
- Mathematics
- Accounting

USEFUL

- Computer Science
- Economics
- Business Studies

Useful contacts

Bankseta - Banking Sector Education and Training Authority Tel: 011 805 9661/086 102 0002 www.bankseta.org.za

Fasset – Financial and Accounting Services Sector Education and Training Authority Tel: 086 101 0001 www.fasset.org.za