

A guide to bookkeeping as a career choice and how to know if it's the right career for you.

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Bookkeeping is an excellent career choice for anyone wishing to get started in the accounting field quickly. This career can provide a wealth of opportunities and excellent earning potential.

Bookkeeping is a rewarding career path and the reasons to study a bookkeeping course go further than just having a head for numbers and killer organisational skills.

The field is constantly growing, it is not just maintaining financial records -let's bust that stereotype right now!

The noble bookkeeper does everything from problem solving to taking on the role of trusted financial advisor.



FOR BOOKKEEPERS

In today's economic climate, it is wise to choose a career in an area that is in high demand in the job market.

In South Africa, entrepreneurship is growing and every business needs a bookkeeper! From big industry leaders in finance and economics to the local retail store down the road, every business needs someone to look after their books.

Bookkeepers are wanted everywhere and as a result of this growing demand, there are great job prospects. Equipped with a quality bookkeeping qualification, you can expect to find employment quickly and easily.

Everything that is worthwhile in life is scary. Choosing a school, choosing a career, getting married, having kids - all those things are scary. If it is not fearful, it is not worthwhile.

Paul Tornier





Need flexible hours?

Depending on the type of company, bookkeepers can choose to work part-time or full time. This is especially advantageous if you have a family to consider or are looking to supplement your partner's income. If you love the sound of working in your pajamas with a cup tea in hand (uhm...bliss!), there are options to work freelance or work from home.

Temporary accounting jobs put you in a good position to pursue full-time work if you eventually decide to go that route. Employers often look to existing part-time, contracted and temporary workers first when filling new full-time positions.

A STABLE JOB

YOU CAN START ANYTIME

Variety is the spice of life in Bookkeeping! There are bookkeeping jobs that are vastly different from each other. Some allow for travel, where you move around and work in different settings. If you love people, you could work in a bookkeeping job where you interact with loads of clients. On the other hand, if you lean more to the shy side, there are plenty of jobs that don't require much socializing.

Its never to early or late to start. That's right, there is no age limit. No matter what stage of life you are enjoying, you can jump right in and learn those skills. First level qualifications can be started from the age of 16 (even without a Matric), and those in full time employment can study part time.



A STABLE JOB

YOU CAN START ANYTIME

In an unsteady economy and uncertain times, earning a constant, good salary equals stability. Bookkeepers can count on earning a solid income which is set to grow with years of experience. Plus, bookkeepers can also easily transition into higher paid jobs to increase earning potential later on, if so desired. Opportunities for advancement are plentiful and many bookkeepers go on to become auditors or accountants. In fact, it is entirely possible to work your way to CA!

Study a bookkeeping course and you'll get your foot in the door.



IOBS

- Office Administrator
- **Accounts Clerk**
- Reconciliation Clerk
- Payroll Clerk
- Accounts Payable/Receivable Clerk
- **Administrative Assistant**
- Personal Assistant
- Office Manager
- Accountant
- **Finance Manager**
- Financial Accountant
- **Pinancial Manager**



ONLINE

You can start your journey online with the ICB - submit your details electronically for a Provider to contact you. No need to first travel to get all the details



YOU DECIDE

You decide when and what you write as you have multiple opportunities to write the subjects



DIFFERENT QUALIFICATION TYPES

You have the option to complete multiple courses by adding just a few extra subjects



INTERNATIONALLY ENDORSED

Internationally recognised and endorsed by the <u>IQB</u> (UK)

10 EASY STEPS TO

GETTING STARTED...

- 1 Choose what to study Decide on a qualification programme (Financial/Business/Administration)
- **2** Get a quote from a Tuition Providers and select one

You can choose between Distance, Online, Classroom or even Self Study. Use quote option on website https://www.icb.org.za/where-to-study/#form

3 Obtain study material, tuition and support

from your chosen Tuition Provider

- 4 Decide on modules and exam dates which is available on the website
- Book exam dates directly with ICB on the student portal if you are a distance student or this will be done by your College if you are a classroom student
- Receive access to your PoE which will be made available on Macci, an online platform, once payment reflects. (College students will have access once they have been registered by their College).
- 7 Complete your entire PoE by its due date

Begin working through the Learning Phases and complete the Tests and Assignments.

- Write your exam which can be either paper or online. Please note that the type of exam (paper vs online) is selected when you book your exam.
- Receive your results
 College Students will receive their results from their
 College and Distance/Self-Study Students will receive it
 via the Student Portal
- 10 Receive your First Certificate
 After your first completed subject





www.icb.org.za



Facebook



<u>Facebook</u> <u>Student Group</u>



ICB Knowledge Base



YouTube

