

What happens in the Accounts department in an Insurance broker office?

You'll work closely with a team of management accountants to keep the financial engine of an organisation ticking over.

It's all about the numbers, so duties are likely to range from helping to prepare financial statements to producing monthly management accounts. Other tasks you will be likely to take on include:

- * Budgeting
- * Raising invoices
- * Managing ledgers
- * Processing expenses
- * Preparing VAT returns

With the exception of training days and out-of-office appointments, this role is largely office based. Full-time positions are usually 9 to 5.30 working 37 to 40 hours per week. However, this can change depending on the time of year as there may be occasions, such as the financial year end, when you'll need to put in some overtime.

Great career prospects mean that a variety of roles are open to you including:

- * Management accountant
- * Financial controller
- * Financial director
- * Auditor

It's common for assistant accountants to study for their accountancy qualifications while working and employers often allow for training demands.

A large number of assistant accountants are graduates although this isn't a necessity, as some enter the profession using alternative routes such as taking an accounting technician qualification (AAT).

A competent level of IT skills is also a bonus, including knowledge of Excel and some bookkeeping skills.

Most assistant accountants will be training for their accountancy qualification with one of the following bodies:

- * Association of Chartered Certified Accountants (ACCA)
- * Chartered Institute of Management Accountants (CIMA)
- * Institute of Financial Accountants (IFA)
- * Institute of Chartered Accountants in England and Wales (ICAEW)
- * Institute of Chartered Accountants in Ireland (ICAI)
- * Institute of Chartered Accountants of Scotland (ICAS)