



Accounting Technician

ANZSCO 551111

Description
Accounting technicians provide accounting, financial and management services to a range of businesses, organisations and accounting firms.
Typical work tasks (may include any combination of the following)
Accounting technicians may do some or all of the following: establish, manage and monitor financial reporting systems; give advice to clients and/or management on financial reporting systems and processes; maintain records of transactions made by the organisation or company they work for; prepare accounts, statements, invoices and tax returns; provide information on their organisation or company's management and financial systems for financial reporting purposes; prepare budgets, plans and cash flow forecasts; prepare and write financial and management reports; assist chartered accountants with audits; work in management positions.
Typical work environment
<ul style="list-style-type: none">• Indoor office environment which may range from a large corporate-type head office down to a smaller sole-charge office.• Works predominantly at office desks, usually with a computer workstation.• Usually works in adequately heated and ventilated spaces.
Typical physical and mental demands
<ul style="list-style-type: none">• Physical demand level is sedentary.• Employees spend the day predominantly sitting at a workstation carrying out a variety of both manual and computerised data entry and processing tasks.• Employees will also need to operate printers, copiers and a range of other minor office equipment and refill paper trays and ink supplies.• Occasional standing and walking about the office is required.• Lifting, stretching, twisting or climbing is not a significant component.• Repetitive arm hand and finger movements are constant in regards to data-entry and data processing tasks.• Bending, squatting or crouching is not a significant component of the job.• Driving may be necessary occasionally but is not a significant component of the job.• Use of minor office hand-held objects such as pens, calculators and staplers, as well as telephones will also be occasional to frequent.• Mental skills necessary include a high level of concentration, mathematical accuracy, and organisation skills.
Further comments
<ul style="list-style-type: none">• There are opportunities for flexibility of movement.
Key entry requirements (skill level, qualifications, licenses)
The Accounting Technician Diploma is gained through the NZ Institute of Chartered Accountants. To get this qualification, all technicians must complete two years of diploma-level study combined with two years of workplace experience.

This document is based on ANZSCO 2013. Other sources of information that may have been consulted are industry contacts, employers, newspapers and internet-based sources. For physical demand level definitions see Matheson, L.N. (2003). Functional Capacity Evaluation.