

JOB ROLE

ACCOUNTS CLERK

LEVEL OF GROWTH FOR JOB ROLE



- > Projected Change +1.6%
- > From 133,900 in 2023 to 136,100 in 2028

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Accounts Payable / Accounts Receivable
- > Invoice Processing
- > Account Reconciliation
- > General Ledger
- > Administrative Support

EMPLOYABILITY SKILLS

- > Detail-Orientated
- > Communication Skills
- > Time Management
- > Problem Solving
- > Building Effective Relationships

DIGITAL SKILLS

- > Microsoft 365 Suite
- > Enterprise Resource Planning (ERP)
- > SAP
- > Quickbooks

EMPLOYMENT PROSPECTS



TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > State Government Administration
- > Hospitals (except Psychiatric Hospitals)
- > Engineering Design and Engineering Consulting Services
- > Social Assistance Services
- > Legal Services

TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Government of South Australia
- > Anglicare
- > Powerstaff Consulting
- > Gramac Solutions
- > Downer EDI

LOOK FOR JOBS BEING ADVERTISED USING THESE JOB TITLES:

- > Accounts Payable Officer
- > Accounts Administrator
- > Finance Administrator



YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Management Accountant
- > Bookkeeper
- > Credit or Loans Officer



QUALIFICATION PATHWAYS

Looking to progress your career? TAFE SA can help you further your study with these courses (*fees may apply)

- > Certificate III in Financial Services (FNS30122)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.



NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts. Upcoming events include:

- > **Webinars run by CPA Australia**
Various dates and times
Further information [here](#)
- > **The Big Meet**
11am - 2pm
27th March 2024
Adelaide Convention Centre

Follow these organisations on social media:

- > Financial Advice Association Australia
- > Australian Bookkeepers Network
- > Accounting and Finance Association of Australia & New Zealand

Consider these opportunities to find employment:

- > Send your resume to relevant businesses in your local area
- > Look for employment opportunities advertised on
 - the TAFE SA Jobs Board
 - online employment websites like Seek
 - the job board on your local Regional Development Australia (RDA) website



CAREER SUPPORT

Not sure where to start? TAFE SA's Student Services can provide you with a range of career planning support including:

- > career planning
- > write a winning resume
- > how to respond to selection criteria
- > cover letters that stand out
- > preparing for job interviews

To find out more, or to book an appointment, visit TAFE SA's Career Support Page: [Career Support \(tafesa.edu.au\)](https://tafesa.edu.au)

Data sources:

Industry and job role data sourced 2024 from Lightcast™.(2022). "Labor Insight™ Real-Time Labor Market Information Tool." Retrieved from <https://labourinsight.lightcast.io/anz>.

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