

JOB ROLE

BOOKKEEPER

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +1.2%
- > From 94,500 in 2023 to 95,600 in 2028

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > General Ledger Management
- > Accounts Receivable and Payable
- > Payroll Processing
- > Balance Sheet Reconciliation

EMPLOYABILITY SKILLS

- > Detail Orientated
- > Time Management
- > Effective Communication
- > Budgeting
- > Analytics

DIGITAL SKILLS

- > Xero
- > MYOB

EMPLOYMENT PROSPECTS



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

- > Professional, Scientific and Technical Services
- > Mining
- > Retail Trade

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

- > Woods Corporation Limited
- > Priceline Pharmacy
- > Lotus People
- > Australian Distilling Co

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

- > Accountant
- > Finance Manager



QUALIFICATION PATHWAYS

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

- > Certificate III in Accounts Administration (FNS30322)
- > Certificate IV in Accounting and Bookkeeping (FNS40222)
- > Diploma of Accounting (FNS50222)

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

Further information available on the TAFE SA website.

JOB HOLDER COMMENTS

“

“I enjoyed the course so much and decided to continue my studies at Flinders University where I am currently studying a Bachelor of Commerce majoring in Accounting. I have also received an internship over the summer break with Santos working in their corporate and finance division.”

Cara Connock
Diploma of Accounting (FNS50217)



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 available on the [CPA website](#).

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 \(tafesa.edu.au\)](#)

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>.

Level of Growth for Job Role data sourced 2024 from Employment Projections, Jobs and Skills Australia © Commonwealth of Australia. Jobs and Skills Australia monitors the quality of information available on this website and updates this regularly however Jobs and Skills Australia does not make any representation or warranty about the accuracy, reliability, currency, or completeness of any material contained on this website or on any linked site.

Salaries are based on the Median Australian Salary from "https://www.salaryexpert.com" Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of January 2024 and is to be used as a guide only.

TAFE SA and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability, or correctness of the networking options. Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.