

MY FUTURE JOB AS BOOKKEEPER

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ME AS A BOOKKEEPER

While being a bookkeeper I need to:

- Manage accounting and costs.
- Keep financial records for the business I will work.
- Respond to all my duties and responsibilities.
- Complete basic administrative tasks.



SKILLS FOR A BOOKKEEPER

The skills I need to have are:

- Excellent organizational skills
- Attention to details
- Good communicational skills
- Problem solving skills
- Time management

The background of the slide is a top-down view of a workspace. It features a teal-colored desk surface. On the left, a portion of a silver laptop is visible, showing its keyboard. A wooden pencil lies diagonally across the desk. To the right of the pencil is a light-colored computer mouse. In the bottom left corner, there is a white ceramic cup filled with dark coffee. A spiral-bound notebook is partially visible at the very bottom of the frame.

THE SKILLS I HAVE

- Good communicational skills
- Customer service skills
- Math skills
- Meeting deadline
- Working under pressure

**BOOKKEEPER
DUTIES**



THE SKILLS I NEED TO IMPROVE TO BE A PERFECT BOOKKEEPER

- Some of the skills which I need to improve on myself are:
 - ✓ Organizational skills
 - ✓ Knowledge more about my job
 - ✓ Knowledge on finance and accounting
 - ✓ IT skills for completing invoices and managing records
 - ✓ Experience

SWOT ANALYSIS

Strengths

Qualifications
Communicational skills
Focused on details
Interaction with clients

Weaknesses

Willing to point out errors to
colleagues
Foreign language

Opportunities

Problem solving
Time management
Taking a presentation skills
course

Treats

Experience in different role rather
than bookkeeper
Being overworked leading to stress

REFERENCES

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