

ACADEMIC AND EMPLOYABILITY SKILLS BMW4001

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TERM 1
WEEKENDS

Outline:

- ▶ Career-accountant
- ▶ Responsibilities and skills of an accountant
- ▶ Swot Analysis
- ▶ References

Career- accountant

What is an accountant:

- An accountant is an expert who is in charge of controlling and construing economic records.
- The majority are in control of a variety of economic activities , whether for individuals clients or for bigger partnerships and associations.
- Accountants can be also bookkeepers (Miller, 2019)

Responsibilities:

- Insuring the certainty and conformity of economic documentation with applicable laws and management.
- Essential economic documents must be prepared and kept up to date.
- Preparing tax forms and insuring that taxes are paid on time and accurately.
- Appraising financial actions in order to promote best practises.

(Miller, 2019)

Skills

Soft skills:

- Pay close attention to the details.
- Keep information correct and structured.
- To effectively obtain data and numbers from their clients.
- To adequately define the findings of their research and convey them in written reports. (Miller, 2019)

Technical skills:

- Business acuity: must understand the core functions of a firm in order to effectively evaluate financial data.
- Computer knowledge: to perform effectively , be able to use complex accounting software and other computer-based tools.
- Mathematics: Being an accountant necessitates a strong mathematical background, math abilities are vital for analysis, comparing and interpreting data. (Miller, 2019)

SWOT ANALYSIS

STRENGTHS

- Good communication skills
- Organisation skills
- Ability to work under pressure
- Team working
- Problem solver

WEAKNESSES

- Emotional
- Can get stressed easily
- Can appear shy in front of large groups
- Self confidence
- Accounting / Financial Skills

OPPORTUNITIES

- Studying at UWTSD
- Useful activities at UWTSD
- Gaining valuable skills
- Certificate year in higher education

THREATS

- Failure to achieve the grades that I need to pass
- Not maintaining an effective work balance
- Coveted job

REFERENCES:

Miller, K. (2019). *What Does an Accountant Do? Roles, Responsibilities, & Trends*. [online] Bachelor's Degree Completion. Available at: <https://www.northeastern.edu/bachelors-completion/news/what-does-an-accountant-do/>.