

SECTION SIX: RELATED OCCUPATIONS

ACTIVITY: Lecturette, discussion & self-assessment

TIME: 20 min.

LEARNING OUTCOME: Participants will know what the requirements are for accountants.

DESCRIPTION:

- Review the material on **pages 49-50** of the workbook.
- Has anyone applied for these types of positions?
- What has their experience been?
- How do people feel about possibly being underemployed?
- How do people feel about changing their resume to de-emphasize the professional training & experience?

RELATED OCCUPATIONS: SUMMARY

There are several occupations in Canada which use the skills associated with accounting. These occupations may also fulfill experience requirements as set by the regulatory bodies for accounting.

Bookkeepers/Accounting Clerks

Job Description: Bookkeepers and Accounting Clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other routine financial records according to established procedures.

Requirements: Vary. Some employers look for a college diploma in accounting or bookkeeping. Knowledge of one or more computerized accounting packages, such as ACCPAC, , Simply Accounting and , is necessary. Working knowledge on spreadsheet programs such as Excel and Lotus, and mainframe accounting systems are extremely helpful.

Wages and Working Conditions: Average wage for this occupation in Toronto in 2004 was \$15.68 per hour. Regular business hours are usual in these occupations. However extra hours may be worked during fiscal year or month ends, and during tax season.

Financial Planners & Consultants

Job Description: Planners and consultants identify clients' financial goals and objectives, analyze financial records, develop financial plans for clients and make recommendations concerning cash management, insurance coverage, investment planning, retirement and estate planning. They may also arrange for sale of financial products and investments, depending on the license held.

Requirements: A bachelor's degree or college diploma in business administration, commerce, economics or a related field is usually required. Training programs are offered through: Canadian Securities Institute, Investment Funds Institute, Canadian Institute of Financial Planning. Financial planners who sell regulated financial products and investments, such as life insurance and RRSPs, are required to be licensed to do so.

Wages and Working Conditions: According to The Department of Human Resources and Skills Development (HRSD)-, members of these occupations can make between \$23.64 and \$44.94 per hour. The work is sometimes done on a fee-for-service basis, or on commission from the sale of financial products. Planners and consultants may work a regular work week but sometimes work irregular hours to meet clients' needs.

**RELATED OCCUPATIONS:
EVALUATION**

Using the information provided on accounting-related occupations, complete the following worksheet.

BOOKEEPER

- I am qualified to do the job.
- I would need little or no training to become qualified to do the job.
- The average salary meets my needs.
- The occupation is in high demand.
- I would enjoy the work.
- I have contacts that could help me find work in the occupation.
- The occupation offers working conditions that meet my needs.

FINANCIAL PLANNER/CONSULTANT

- I am qualified to do the job.
- I would need little or no training to become qualified to do the job.
- The average salary meets my needs.
- The occupation is in high demand.
- I would enjoy the work.
- I have contacts that could help me find work in the occupation.
- The occupation offers working conditions that meet my needs.

You may wish to conduct your own research to identify other related occupations. (A good source of information is at <http://lmi-imt.hrhc-drhc.gc.ca>)
Occupations to research:
