

How to Become a Bookkeeper

The aim of this guide is to get you to figure out and understand why you want to do bookkeeping, what your current strengths and skills are, what courses to aim for and finally the bookkeeping job hunt.

1. Inward motivators.
2. External influences.
3. Your current situation.
4. Experiences and skills.
5. Further development.

Inward Motivators

This is based on your own thoughts and feelings.

Think back to the moment you **first realized you wanted to do bookkeeping**, then answer these questions. Just skip the questions you can't answer.

1. Where were you?	
2. What were you doing?	
3. How old were you?	
4. Were you alone?	
5. If not alone, who were you with?	
6. Was it one single 'aha' moment, or a series of events that made you think of bookkeeping?	
7. If a series of events write them down as you remember.	
8. On a scale of 1 to 10 how badly do you want to do bookkeeping? 1 being <i>"do I really have to?"</i> and 10 being <i>"give me my certificate now!"</i>	
9. Is there some other career option you would prefer?	

External influences

This is based on the thoughts, actions and feelings of someone you know. The more self-motivation you have to do bookkeeping, the more successful you will be! But if you are being compelled to do it because of someone else, it could be one of the biggest mistakes of your life; you could end up being totally miserable.

1. Do you know someone who is a bookkeeper? Who?	
2. Have they been an inspiration to you?	
3. Did someone put the idea in your head by saying 'you should be a bookkeeper'?	
4. Are you being pressured to do bookkeeping by someone close to you?	
5. Is this career choice your <i>only</i> option for some reason? What reason?	
6. Are the people close to you supportive of your desire to do bookkeeping? If not, why?	
7. Can you think of ways to rectify this problem or can you speak to someone who can help, like a teacher?	
8. Is bookkeeping your number one choice?	

Your Current Situation

This is based on what you are currently doing in life. This will help you establish what resources you have available to be able to study bookkeeping.

1. Have you got a quiet place to study bookkeeping? Where?	
2. If not, can you find a good place? (a library is usually a good option).	
3. Do you have easy access to a computer and the internet?	
4. Are you currently working in a job?	
5. How many hours a day do you work?	
6. How many hours a day do you have available for studies?	
7. Will your employer give you time off for studying?	
8. Will your employer provide on the job training or support for studies?	

Experiences and Skills

List as many of your strengths as you can (I'm sure you have them!) for example 'friendly', 'persistent', 'in-depth knowledge of Excel spreadsheets'.

[illegible]

Now list areas that you think you need improvement in for example ‘how to write a business letter’, ‘how to stay calm in busy situations’, ‘how to speak to people if you’re shy’.

If you get stuck for ideas, read through our pages on the [bookkeeper job description](#) and [bookkeeping responsibilities](#) which may trigger some thoughts.

.....
.....
.....
.....
.....

List any training and certificates you have already received in personal development or office administration and computer use.

.....
.....
.....
.....

Further Development

1. If you want to study from your own location (like home), research the internet for on-line or home study bookkeeping courses aimed at your country.

If you live in the UK and are looking at USA courses they will be no good to you because the tax laws are very different (such as payroll tax or VAT tax). Search now and then come back here to write the list of on-line options that you want to look further into. Make a note of the name of the course provider, their website url, and their contact details.

2. If you want to attend an education facility in or near your town, search on the internet for your local programs available, check out the yellow pages for your town, ask your local business centre or someone you are sure can point you in the right direction. List here the options available.

3. If you lack the funds to pay for a course, research the internet for bookkeeping, accounting or business **scholarships** and check the application criteria to see if you are eligible to apply. List here any that are possible options for you. Or, are you able to apply for a student loan?

4. Look in your local newspapers regularly for any bookkeeping jobs that are willing to provide on the job training. Look right now. Cut them out and attach them. If you want to apply for the job right away, and need to prepare a resume or CV, [check out our template](#). Keep looking daily.

5. Alternatively, check the bookkeeping jobs advertised and see what sort of skills they expect an applicant to have. Look at a job advertisement right now, and write down the skills they expect.

6. Are there any local, affordable short courses you can attend to gain the skills you listed in question 5? These days, you can get a lot of short courses for free from the internet. You may not always get a certificate out of it, but it will increase your knowledge thereby increase your confidence.

All the best with your studies and job hunting! Only *you* can make it happen with enthusiasm, hard work, a good attitude and a smile.