

SAMPLE REPORT — Public Sector Bookkeeper

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DISPLACES

Public sector bookkeeping is already being automated in patches, and the repetitive data entry at the core of your day is exactly what AI and automation tools are designed to replace first.

TASK BREAKDOWN

Entering invoices, purchase orders, and payment records into...

HIGH

already happening

Automated invoice processing is already live in many UK public sector finance departments and is expanding as legacy systems are upgraded.

Bank reconciliation and ledger matching

HIGH

already happening

Most reconciliation matching is already automated in modern finance platforms; what remains for humans is shrinking to exception review only.

Producing routine financial reports and spreadsheet summaries...

MEDIUM

2-3 years

Report generation is increasingly automated, but someone still needs to interpret figures and respond to budget holder queries, which buys some time.

Chasing overdue payments and managing supplier or internal...

LOW

5+ years out

Chasing payments and handling queries involves communication and discretion that AI tools can assist with but not reliably replace in a public sector setting.

Ensuring compliance with public sector financial regulations and...

MEDIUM

5+ years out

Compliance accountability in the public sector is legally tied to named individuals, which provides structural protection even as AI tools assist more of the checking work.

YOUR CURRENT ROLE SALARY

Estimated £24,000-£32,000 (not verified against national data)

ALTERNATIVE CAREERS

Payroll Administrator

TRANSFORMS

Your existing numeracy, financial systems experience, and attention to detail transfer directly, and payroll's legal compliance requirements provide more structural job protection than general bookkeeping.

Route: CIPP Foundation Degree in Payroll Management or the CIPP Payroll Technician Certificate, both widely recognised by UK employers and completable part-time.

NHS trusts and other public sector bodies with large payroll functions · Payroll bureaus such as MHR or Moorepay · Large local authorities

Entry £37,405 · Mid £48,980 · Top £54,552+ (Senior range)

Finance Assistant

TRANSFORMS

A sideways move that uses your existing finance knowledge while shifting emphasis toward analysis and reporting, which are more durable tasks than data entry.

Route: AAT Level 3 or Level 4 qualification would formalise your skills and open doors to Finance Assistant and Assistant Accountant roles; many employers will part-fund this.

NHS finance departments · Central government agencies such as HMRC or DVLA · Large housing associations

Entry £28,090 · Mid £31,943 · Top £33,562+ (Senior range)

Management Accountant

TRANSFORMS

Doubling down on finance but moving decisively into analysis and advisory work, which is structurally more resistant than transactional processing and commands significantly higher pay.

Route: CIMA (Chartered Institute of Management Accountants) qualification via the CIMA Certificate in Business Accounting as an entry point; many public sector employers offer study support.

Local government finance teams · NHS foundation trusts · Central government departments via the Government Finance Function graduate scheme or direct recruitment

Entry £38,696 · Mid £50,062 · Top £80,000+ (Top earners)

NEXT 90 DAYS

1. Look up your organisation's current finance system (for example Oracle, SAP, or Unit4) and find out whether an AI-assisted automation module has been procured or is planned. Ask your line manager or IT directly. This tells you your personal timeline.
2. Register for the AAT Level 3 qualification information session or request a prospectus from a local college this week. It is the most direct credential that moves you from processing toward analysis, and many public sector employers fund it under CPD budgets.
3. Spend one hour this week identifying which parts of your current role you are NOT doing when the data entry is stripped out. Write these down specifically. This list is your pitch for why you should transition internally toward compliance oversight, reporting, or budget support rather than being made redundant.
4. Search NHS Jobs, Civil Service Jobs, and your own organisation's internal vacancy board for Finance Assistant and Payroll Administrator roles advertised at Band 4 or Band 5 level. Note what skills they ask for beyond bookkeeping and identify any gaps you could close in three to six months.

Your self-assessment is accurate: the repetitive processing core of this role is genuinely at risk, and public sector

finance automation is accelerating as departments face budget pressure and upgrade legacy systems. The good news is that you are inside a sector that values continuity, tends to retrain rather than immediately redundant staff, and funds professional qualifications. The practical move is to begin a recognised finance qualification now and position yourself for roles that require judgment and compliance accountability, before the processing tasks disappear and you are competing for fewer positions without additional credentials.