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# Example of Accountant Assistant Job Description

Our growing company is looking for an accountant assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant assistant

* Review draft accounts and cross reference all figures
* VAT & P30 Returns
* Prepare pack for AGM to include various reports and analysis
* Analyse expenditure in certain management companies on a quarterly basis
* Oversee the payment of Suppliers at the end of each month
* Prepare meaningful and well written recommendations for inclusion in client correspondence
* Display substantial progress toward CPA license, including passing the CPA exam as soon as possible
* Anticipate problems and issues, and keep the senior/manager informed of engagement/project status
* A competitive remuneration package and merchandise benefits
* Supportive culture with bespoke in-house training and development opportunities

## Qualifications for accountant assistant

* Positive, can-do work ethic
* Open to either pratice or commercial backgrounds
* Must have own transport
* Must have reliable transportation, , the ability and willingness to travel
* Satisfactory academic progress in an Accounting program (GPA of 3.2 or greater preferred)
* A fun, down to earth team environment in our luxury offices in Martin Place, Sydney