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# Example of Accountant Assistant Job Description

Our company is searching for experienced candidates for the position of accountant assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant assistant

* To serve as the contact person on day to day banking matters
* Managing and maintaining the online banking system creating and training new users
* To maintain existing Standing Orders and Direct Debit agreements, performance guarantees and to set up new ones as directed
* To assist and provide cover for SUN system accounting
* Perform month end closing activities, including accruals and provision making, fixed asset accounting, perform prepayment amortization
* Assist in preparation of statutory and regulatory returns
* Accounts Payable, Vendor record maintenance and payments processing
* Assistance with the Preparation of monthly financial statements, including P & L and balance sheet
* Prepare monthly, quarterly and annual compliance reports –GST, tax instalments
* Assistance with Preparation of all company statutory tax returns

## Qualifications for accountant assistant

* Qualified Accounting Technician or Part Qualified Accountant
* Third level business or finance qualification
* Minimum of 2 year’s work in a finance function
* Assist with preparation of the annual outturn analysis and reporting
* Monitor monthly expenditure against budget, providing commentaries and recommendations for actions for any variances
* To reconcile the Core HR system reports with the Oracle GL on a monthly basis, investigating any discrepancies and taking corrective action