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# Example of Accountant Trainee Job Description

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

## Responsibilities for accountant trainee

* Monitor operational risks & report key risk to management
* Keep up to date on any technical and regulatory developments within the business
* Liaise with the clients / custody back office / clearing broker(s) …etc
* Assists Head of Ops to improve processes to reduce risk and improve productivity
* Assist/lead the production of Statement of Accounts and supporting audit pack and liaising with auditors
* Maintenance of the councils asset register including all necessary ledger entries (including but not limited to addition, revaluation, impairment, depreciation and disposal)
* Monitoring, reporting, forecasting and closing down the council’s collection fund (Council Tax/Business Rates) and preparing the necessary financial statements/notes to accounts
* Managing the treasury investment and borrowing function on behalf of the council, ensuring that cash surplus investments or borrowings are made within limit and policy
* Ensuring balance sheet and bank reconciliations are completed and reviewed on time to meet contracted deadlines
* Review monthly VAT returns and annual partial exemption

## Qualifications for accountant trainee

* You should be interested in studying the ACCA qualification (company support given)
* Process and submit all payment runs for authorisation
* Month end close and account reconciliation process
* Monthly billing of costs to the relevant US Division
* Prepare the quarterly VAT return
* Reconciliation of monthly payrolls and appropriate recharging