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# Example of Accountant Trainee Job Description

Our growing company is looking to fill the role of accountant trainee. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant trainee

* Able to write formal reports
* Performs day-to-day activities in preparing, processing and archiving Accounts documents to ensure accurate and timely reporting
* Liaises with the other units in preparation and approval of client`s and vendor`s invoices
* Communicate issues with local management and SSC team members, propose and take actions to solve un-reconciling items
* Participates in team meetings, discussions and other activities as required in order to improve the quality of the operation
* Maintain the sales database on Hyperion – update weekly with the movements
* Daily update of cashbooks
* Review weekly payment runs and present for approval
* Sales Ledger maintenance
* Weekly cash forecasts

## Qualifications for accountant trainee

* Collection Fund accounting experience
* Daily management of the Wells Fargo factoring scheme
* To assist with the monthly financial control reconciliations
* To prepare the monthly group VAT return and Intrastat return on a rotational basis
* Assist with the processing of company expense claims using the Concur expense reporting system (VAT compliance) and TSV US invoice processing
* Learn procedures and to provide cover for essential tasks (daily file transfers, and all treasury functions)