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# Example of Accounts Assistant Job Description

Our company is looking for an accounts assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts assistant

* Assisting with filing
* Day to day Admin
* Carry out reconciliations on both stock and cash
* Reporting to adhere to all regulatory requirements
* Post daily cash receipts and credit card payments
* Monitor receivable balances of assigned customers and customers flagged as being slow payers
* Intercompany Reconciliations on a monthly basis
* Preparation of EC Sales Reporting to be signed off by Finance Controller
* Preparation of VAT Reporting to be signed off by Finance Controller
* Maintenance of fixed asset register and depreciation

## Qualifications for accounts assistant

* Experience using PeopleSoft is desirable
* Minimum GCSE English and Maths, A Level or higher in Maths or AAT qualified
* This role requires fluent written and spoken English
* IATI qualified/ACCA part qualified
* Third level / accounting qualification
* Any financial services experience is an advantage