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# Example of Accounts Assistant Job Description

Our company is growing rapidly and is looking for an accounts assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts assistant

* Maintaining a fixed assets register and processing depreciation entries (and other appropriate accounting entries) relating to Fixed Assets
* On a Quarterly basis, in Liaison with the Management accounts team, managing the Payments and receipts between the London Branch and other Group entities in connection with profit splits
* Preparing Income and Expenditure Reports
* Preparation of month-end
* Preparation of monthly accruals/prepayments
* Process and close monthly accounts, running various month-end reports and preparation of draft management accounts
* Reconciling manager reports with operating cost reports
* Reconciling operational system every month to the accounting system
* Review transactional postings of purchase and sales invoices daily
* Prepare bank payments in the banking system

## Qualifications for accounts assistant

* Must be enthusiastic and hardworking
* Settlement of intercompany balances
* Provide Operations accountant with information on a weekly basis for the cash forecast
* Review and post all expenses and reconcile expense accounts
* Takes pride in great work, prioritises workload and delivers results
* Has resilience to keep going under pressure or when working on the less satisfying parts of the role