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# Example of Accounts Job Description

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

## Responsibilities for accounts

* SAP data input of sales, bank movements, reports
* The role will involve all aspects of accounts production, audit work, bookkeeping, VAT and Tax returns for a wide variety of different clients
* The successful applicant will already have experience within an accountancy firm and will be keen to progress their career further
* Check purchase ledger invoice before posting into the financial accounts
* Reconcile monthly supplier statements
* Dealing with discrepancies and queries
* Liaise with suppliers regarding payment queries and missing invoices
* Check, code and post expenses
* Weekly and monthly preparation of payment runs
* Reallocate exchange differences resulting from payment run

## Qualifications for accounts

* Experience workign for multiple customers in a multinational organisation
* Qualified ACCA/ACA or QBE, with experience using IRIS and Sage computer systems
* 2/3 years of solid experience within an Accounts Payable role
* Experience in handling a high number of invoices
* AAT qualified or ACCA P/Q
* Committed to study for an ACCA qualification (study support available)