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# Example of Accounts Job Description

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

## Responsibilities for accounts

* Review bank reconciliation
* Prepare monthly VAT returns
* Prepare quarterly VAT returns for the UK
* Assist with external yearend audit
* Undertake the internal audit as part of the company's controls management
* General accounts admin duties and general office admin duties as required
* Dublin Creditors Ledger, posting invoices and dealing with queries
* Reconciliation of accounts and issuing payments
* Managing the collection of DD and reconciliation to accounts
* Processing high volume of customer invoices ensuring maximum accuracy and efficiency

## Qualifications for accounts

* Delivers projects on time without being chased
* Is a safe pair of hands
* Exceptional communication skills, both written and verbal, a necessity
* Interpersonal and self-motivated
* CIS experience essential - please don't apply if you don't have this experience
* Subcontracter payments