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# Example of Assistant Accountant Job Description

Our innovative and growing company is looking to fill the role of assistant accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant accountant

* Ensuring timely completion of balance sheet reconciliations
* Understand FINMA Capital Adequacy rules and how the rules are applied to production
* Provide assistance to other team members to ensure timely and accurate daily reports are completed and distributed to clients
* Understand the main Regulatory systems which are STAR, Axiom and COMET
* Take part in financial closing, consolidation, reporting and audit process
* Take initiative to identify problems and potential financial impacts on all finance-related matters in the companies
* Ability of being independent, responsible, flexible, dedicated, mature and proactive
* Organise the validation and payment of daily treasury operations by completing payment request forms, filling accounts details for posting, getting authority signatures and processing intercompany invoices
* Prepare the daily sweep payment for securitisation, keep a log of all payments and prepare all relevant journals
* Manage the sales regional budgets by processing all payment requests, checking validation, organising payment, coding the transaction and monitoring expenses against budget

## Qualifications for assistant accountant

* Diploma holder or university graduate in Accounting, Finance or related disciplines
* Uses logic and analysis to find solutions to problems
* Collaborates willingly with others
* Minimum of 3 years general accounting experience in a commercial environment
* Demonstrate flexibility in your approach to work
* AAT qualified or CIMA/ACCA part qualified