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# Example of Assistant Accounting Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant accounting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant accounting manager

* Lead monthly closing process and prepare necessary materials for management reviews
* Build high levels of awareness across all functions to the respective accountabilities and risks
* Lead in the area of Risk management
* Oversee the processing, reporting, transactions, re-evaluations and closing process for general ledger, reporting, fix assets
* Oversees the monthly, quarterly and year-end closing process and coordinate with respective parties as required
* Assist clients to investigate alleged breaches of FCA statutory regulations
* Prepare analysis work incorporated into expert witness reports to quantify losses
* Work overseas to investigate allegations of bribery or corruption
* Assist clients to assess and improve their fraud or anti-money laundering risk management
* Assist in the drafting of formal reports in the context of expert witness or investigation assignments

## Qualifications for assistant accounting manager

* Participate in annual corporate balance sheet review
* Manage three staff, ensuring they fulfil their duties adequately and efficiently
* Prepare and turn in financial reports to support the business and keep all partners informed
* Take on any ad-hoc tasks related to finance
* Strong understanding of B/S, P/L and other related financial statements
* Confidence using global ERP system