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# Example of Assistant Financial Accountant Job Description

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

## Responsibilities for assistant financial accountant

* Ensure all tax returns are filed and paid on time - VAT, PAYE, Social Insurance's Maintain access rights and permissions of the ROS system
* Monitor Bank Balances on a daily basis to ensure adequate cash flow
* Supervise 2 accounts staff (Payroll/Debtors and Creditors) and perform their duties when required
* Provide support to the Financial Accounting Manager and the team during month end closing
* Cover the hedging processes and administration providing support for the hedging team lead
* Financial Accountant for year end - Assisting budget managers with year-end processes and returns, such as raising manual accruals, giving information on leases
* Assist with the overall management and control of activities relating to Balance Sheet and P&L
* Manage all banking requirements - bank reconciliation, cash-flow reporting, bank administration, corporate reporting requirements
* Maintain the Fixed Asset register and capital expenditure forecast
* Calculate sales commission accruals

## Qualifications for assistant financial accountant

* Reconciliation's for all debt accounts and liaising with accounts receivable to resolve issues
* Assist in the preparation of the UK VAT returns and reconcile the VAT balance sheet
* Assist with the annual budget and forecast
* Assist with preparation of the balance sheet
* Part Qualified ACCA, ACA, CIMA or equivalent
* Experience assisting with the preparation of statutory accounts and VAT returns