Downloaded from <https://www.velvetjobs.com/job-descriptions/chartered-accountant>

# Example of Chartered Accountant Job Description

Our company is growing rapidly and is looking to fill the role of chartered accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for chartered accountant

* Preparation of corporate and personal US tax returns
* Assisting partners with tax planning and compliances
* Other accounting, tax, and administrative duties as required
* Ensure Policy Adherence along with Control and compliance
* Review monthly Balance Sheet Reconciliations, identify probable financial exposures, and take appropriate action
* Support all types of Audit (Statutory, Tax, and Govt
* Support Principal/Agency related process data analysis and ensure related controls
* Participate/contribute in global/regional projects and contribute
* Manage and lead a team, conduct periodic appraisals, have career discussions, perform career planning
* Provide required functional and technical training to team

## Qualifications for chartered accountant

* Experience in administration of grants and subsidies preferred
* A history of strong academic performance at a SAICA accredited university
* Demonstrated leadership within or outside a work setting
* Possess a Bachelor’s degree (B.Sc., B.A., B.Eng./Tech., LL.B/B.L, ) or Higher National Diploma (HND) in any discipline with a minimum of second class upper/upper credit
* Have a minimum of 5 credits in WASSCE Ordinary Level/NECO subjects or accepted equivalent examination, including Mathematics and English Language in one sitting only
* Be a certified accountant with a minimum of associate membership of either ICAN, ACCA, CPA