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# Example of Client Accountant Job Description

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

## Responsibilities for client accountant

* Responsible for all aspects of daily accounting and cash flow
* Maintains multiple ledgers and efficiently uses MAS90 accounting system for recording and reporting
* Oversees cost accounting processes and analysis
* Processing of primary accounting entries inclusive of purchase and sales ledger entries, bank payments and receipts
* Practical experience gained within a client delivery environment (preferably an accounting firm) combined with the ability to manage multiple deadlines is crucial
* Experience of the full end-to-end management accounting cycle is essential
* Assist with the development and delivery of training material for the finance systems
* Develop strong working relationships with key stakeholders and teams
* Work with System Accountant and process owner to drive continuous improvement in the performance management process
* Support System Accountant in development of long and short term optimisation plan for SAP system

## Qualifications for client accountant

* Planning, preparation and review of clients budgets to agreed Service Level Agreements
* Calculation of monthly Key Performance Indicators
* Liaise with new clients and other operational departments to agree and set up Client Expenses processes
* Liaise with clients, suppliers and external service providers on any payment, budget or tax queries
* Previous experience in a similar role with knowledge of payment, budget and VAT/PAYE processes
* Education to include, at a minimum, a degree in Business Studies