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# Example of Trainee Accountant Job Description

Our innovative and growing company is looking to fill the role of trainee 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 trainee accountant

* Assist with parent company reporting, with regards to all aspects of planning, is completed on a timely basis
* Maintain and improve a system of monthly rolling forecasts to analyse expected performance
* Production of scheduled and various ad-hoc analysis to meet business planning, reporting, financing, regulatory and benchmarking analysis is completed to a high standard, with appropriate controls and checks, whilst meeting challenging and often conflicting deadlines
* Assist in the design and preparation of materials to enable communication of the group business plan and other information to employees ensuring relevance for the audience
* You will have a good appreciation of compliance and governance and be able to work within a defined policy
* Provision of financial modelling support to the wider business as required for the evaluation of strategic and tactical business decisions
* Treasury process and systems control
* Treasury reporting
* Development and production of Treasury back office operational reporting (eg compliance, errors, exceptions, audit trails)
* Flexible with regards thoughts, process and people

## Qualifications for trainee accountant

* Knowledge of GP3 an advantage
* Flexibility & willingness to travel on occasions
* Use of Agresso and/or Integra ERP system
* Been a valued member of a high performing finance team ideally within a customer centric service or retail industry environment
* To complete all bank reconciliations on a weekly/monthly basis (Sterling, Euro, US Dollar and Yen)
* To prepare daily, weekly and monthly cash flow reports