



# Example of Trainee Accountant Job Description

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Our company is looking to fill the role of trainee accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for trainee accountant

- Assessing contracts and leases for IFRS implications
- Provide support for processing feeder/interface files the day they are received
- Administering the council's insurance policy, dealing with claims, liaising with insurers and ensuring insurance cover is adequate and renewed on a timely basis
- Support the Financial Accountant with CCS and CPA month-end reporting to management
- Work alongside the Business Analyst to provide real-time management information to operations staff
- Develop, maintain and provide finance and management reports and other internal schedules as required in conjunction with the Finance team and the Operations team - Provide support and expertise to the Financial Accountant - Identify best practice and ensuring consistent processes are in place
- Work with the offshore team to optimise the work that is done offshore and onshore
- Work closely with other members of the Finance Team to ensure a consistent approach is taken to ensure compliance and control in relation to financial activities at all times that is aligned with the Group strategy and values
- Act as a visible advocate and role model for our purpose and values, creating an environment where our values are consistently demonstrated through yours and the teams` behaviours
- Responsible - you will work by example in putting the customer at the heart of all people approaches and services

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- Assist with all continuous improvement projects
  - Degree educated or equivalent in a finance related degree
  - Daily invoice scanning on to the Hyland document system for RJL and some 'order' related invoice entry as required
  - Assist with external and internal audit
  - Good initiative required but also ability to recognize when escalation of issues needs to be taken
  - French an advantage