

Junior Accountant Job Description template

Junior Accountant Job Description Template/Brief

We are seeking a Junior Accountant to support our finance team by performing daily accounting tasks. The role involves maintaining financial records, including purchases, sales, receipts, and payments. The ideal candidate should have a keen eye for detail and a good understanding of accounting principles.

Junior Accountant Job Profile

A Junior Accountant is responsible for assisting in the preparation of financial statements and ensuring accuracy in financial reporting. They handle day-to-day bookkeeping and maintain various accounting records. This role requires an ability to work with numbers and a basic understanding of accounting software.

Reports To

The Junior Accountant reports to the Finance Manager.

Junior Accountant Responsibilities

- Assist in the preparation of financial statements and reports.
- Process invoices, receipts, and payments accurately.
- Reconcile accounts and ensure all financial transactions are recorded.
- Perform data entry and update financial records.
- Support month-end and year-end closing processes.
- Prepare and submit tax filings and other financial documentation.
- Assist with audits and implement audit recommendations.
- Maintain confidentiality of all financial data.
- Support the finance team in budgeting and forecasting activities.

Junior Accountant Requirements & Skills

- Bachelor's degree in Accounting, Finance, or related field.
- Basic understanding of accounting and financial reporting principles.
- Proficiency in Microsoft Excel and accounting software.
- Strong attention to detail and accuracy.
- Good organizational and time management skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Prior experience in an accounting role is a plus.