

Accounting Associate Professionals

Accounting associate professionals maintain complete records of financial transactions of an undertaking, verify accuracy of documents and records relating to such transactions, and assist in financial analysis. Tasks include:

- maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from accountants
- verifying accuracy of documents and records relating to payments, receipts and other financial transactions
- preparing financial statements and reports for specified periods
- applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work
- assist in budgeting and forecasting, balance sheet analysis and reconciliation process, profit and loss analysis, and cost analysis

**Learn more about the Technical Skills & Generic Skills
for this occupation in the next page.**

Technical Skills

Accounting and Tax Systems
Corporate and Business Law
Financial Management
Financial Reporting
Internal controls
Performance Management
Programming and Coding
Project Execution and Control

Generic Skills

Communication
Digital Literacy
Interpersonal Skills
Lifelong Learning
Problem Solving
Sense Making
Service Orientation
Teamwork
Transdisciplinary Thinking