

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 few pages.

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

Decision Making

Interpersonal Skills

Leadership

Problem Solving

Service Orientation

Teamwork