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 Standards
Audit Compliance
Auditing and Assurance Standards
Auditor Independence
Benchmarking
Business Acumen
Business Innovation and Improvement
Cost Management
Cyber Security
Data Analytics
Data Governance
Digital Technology Adoption and Innovation
Digital Technology Environment Scanning
Engagement Execution
Engagement Quality Control
Finance Business Partnering
Financial Analysis
Financial Closing
Financial Reporting Quality
Financial Statements Analysis
Financial Transactions
Group Accounting and Consolidation
Internal Controls

Macroeconomic Analysis
Management Decision Making
Professional and Business Ethics
Professional Scepticism and Judgment
Professional Standards
Project Management
Risk Assessment
Risk Management
Stakeholder Management
Tax Computation
Tax Implications
Taxation Laws
Transactional Accounting
Transfer Pricing

Generic Skills

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