

SMQC: Job Description Template

Job Title

Accountant

Reports to

- The Accounting Manager

Department / Organisation

The Accounting Organisation

Purpose

Is to correctly register incoming transactions in the "Name" accounting system, securing that all applicable data is correctly documented and entered to enable later approval. Additionally, the role includes updating the Intrastat data for import and export reporting purposes.

After invoice registration clarify any open questions with either the suppliers or internal resources and book the transaction in the correct chart of accounts. The role involves sending the correct original copy of the transactions plus supporting documentation to the initiator of the original purchase and or to the responsible manager for later approval.

Dimensions / Scope

Work within the accounting area within the area of account payables.

Main Responsibilities

Manage original Copies of Transactions (invoices, credit notes, expenses etc.):

- Find and match paper invoice to registered transactions
- Sort transactions and the corresponding original copies to send to correct approver, following the accounting process
- Chase / receive PO from branches

Checking and Correction:

- Check incoming accounting post daily for incoming invoices
- Check for and receive invoices electronically (email)
- Investigate and check background history of invoice, find purchase order
- Check "name" system for registered non-paid invoices in cases of non-invoice payment
- Check original paper copy of invoice to secure that they are all registered
- Check for and correct any mistakes made in registration process
 - Check VAT
 - Check tax rules

Register and Booking of Transactions

- Register and update "name" system with transaction data
- Book transaction to correct chart of accounts
- Create and print invoice voucher from "name" system

SMQC: Job Description Template

Contact and Follow-up

- Contact supplier in case of any problems or open questions
- Contact internal resources in case of any problems or open questions

Update Intrastat Data

- Input Intrastat data (for reporting purposes)

Additional Information

Knowledge, Skills and Experience

Experience

- We require at least two years accounting experience
- Knowledge of “local market” accounting standards
- Knowledge of “local market” tax regulation
- Knowledge of double entry accounting

Qualifications

- The candidate must possess a certified accounting qualification
- At least secondary school education

Tools

- Knowledge of accounting software systems e.g. SAP / similar
- Microsoft Office (expert in Excel)

Skills & Competence

General

- Expert in English
- Communication Skills
- Problem solving
- Knowledge sharing (creating a learning organisation)
- Customer focused, results driven with an ability to listen and inspire
- Integrity

Working Relationship / Organisational Belonging

- Towards the other branch offices in the Region (X, Y, Z countries)
- External towards supplier and agents