# Accountant Job Description

As an accountant, you will play a major role in the world of business and commerce. The main job of an accountant is the preparation and examination of financial records. As well as ensuring the accounts of your clients are accurate, you must help them pay their taxes punctually and correctly to avoid incurring fines.

It is a role with a myriad of possibilities both in terms of duties and industry. If you love numbers and commerce, read on to learn more about becoming an accountant.

Your daily duties will depend on the company and sector you work in. It is increasingly common for accountants to specialise in a certain area of practice including taxation, auditing, management consultancy and corporate finance. However, we can tell you that typical day-to-day activities in most accounting roles may involve:

* Preparation of accounts and tax returns.
* Financial forecasting and risk analysis.
* Auditing financial information.
* Controlling the income and expenditure of clients and/or your company.
* Administering company payrolls.
* Handling insolvency cases.
* Interviewing clients.
* The creation and presentation of reports, business plans, budgets and financial statements.

It is primarily an office-based role although you may have to travel to meet clients. In most cases, you will work a typical 37-40 hour work week and will seldom be asked to work at weekends depending on the industry. During busy periods such as the end of financial quarters/years or tax season, you will have to work overtime. Accountants are always expected to dress in formal business attire.

If you wish to become a success in the world of accounting, you need the following:

* A high level of self-motivation.
* Outstanding numeracy and bookkeeping skills.
* Excellent analytical skills.
* Good interpersonal, team working and communication skills.
* The ability to approach and solve problems in a calm, controlled manner.
* The capacity to work under pressure during busy periods.
* IT proficiency.
* Organisational skills and the ability to manage deadlines.