

Job Description Template for JUNIOR ACCOUNTANT

Job Title: junior accountant

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As a Junior Accountant, you will support day-to-day financial operations, including bookkeeping, ledger maintenance, invoice processing, and assistance in month-end closing. This role requires attention to detail, numerical accuracy, and a basic understanding of accounting principles.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

Level of Experience / Expertise Requirements

(Use as per requirement)

Entry Level (0–2 years): Ledger entries, basic reconciliation, and invoice data input.

Mid-Level (3–5 years): Financial reporting support, tax data preparation, and internal audit readiness.

Senior Level (6+ years): Supervising accounting tasks, compliance assurance, and ERP system implementation.

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JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's degree in Accounting, Finance, or related field
- Basic understanding of financial regulations and standards
- Familiarity with accounting software (e.g., Tally, QuickBooks, SAP)

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Record daily financial transactions in accounting systems (Entry Level)
- Process vendor invoices and employee reimbursements (Entry Level)
- Assist in monthly and quarterly financial reporting (Mid-Level)
- Reconcile bank statements and general ledger accounts (Mid-Level)
- Maintain accounting documentation and filing systems (Mid-Level)
- Support tax computations and audit preparations (Senior Level)
- Ensure compliance with company policies and statutory norms (Senior Level)
- Guide interns or new joiners on accounting processes (Senior Level)

Skills Required (Technical + Behavioral):

- Attention to detail and numerical accuracy
- Proficiency in MS Excel and accounting tools
- Organizational and documentation skills
- Analytical thinking and time management
- Integrity and ability to maintain confidentiality
- Strong verbal and written communication

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