

Chief Accountant

What does the Chief accountant do? Is the Chief Accountant in your company responsible for the same work? Read the article and compare.



- What does the Chief accountant do?
- Well, she is responsible for financial accounting. She reconciles the records and prepares financial statements.
- Does she do everything alone?
- Accountants help her, of course. One accountant can record day-to-day financial transactions. Another one can do travel, payroll and some other accounting.
- Who is responsible for tax accounting?
- The Chief accountant. She reports to the Tax office. She needs a good qualification for this. She can help the company to save money in taxes. So, the Chief accountant has a University degree and she has experience of GAAP and IFRS.
- Who does she report to?
- She reports to the General Manager. Besides, she can advise the management on financial strategy. She reviews and analyzes weekly KPIs and produces forecasts.
- She must know a lot for that!
- Really! She reviews statutory acts, she controls standards and contacts external auditors.
- Well! She really does a lot!
- That's right! She is a very busy person in the company.

Match the verbs with the nouns

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|-----------------------|----|--------------------------|
| 1. maintain | g) | a) a University degree |
| 2. do | | b) financial statements |
| 3. prepare | | c) GAAP and IFRS |
| 4. report | | d) KPIs |
| 5. have | | e) on financial strategy |
| 6. have experience of | | f) payroll accounting |
| 7. advise | | g) records |
| 8. analyze | | h) standards |
| 9. review | | i) statutory acts |
| 10. control | | j) to the Tax office |

This is the function list for the position of Chief Accountant. Complete it with the responsibilities mentioned in the article. Some have been done for you.

Functions Chief Accountant

Qualifications:

- to be ACA/ACCA qualified,
- to _____ experience of GAAP and IFRS
- to _____ degree.

Work on hand

- to _____ records
- to _____ tax accounting
- to do _____ (payroll) accounting
- to reconcile the _____

Control

- to control _____

Reporting

- to _____ statements
- to _____ Tax office
- to _____ management accounts

Analytics

- to _____ and _____ KPI
- to _____ forecasts
- to _____ on _____ strategy

Leadership

- to manage an accounting team
- to control, train and motivate the team

Translate the advertisement below. Make use of the word combinations from the unit.

Компании требуется Главный бухгалтер

Кандидат должен:

- иметь высшее экономическое образование;
- вести бухгалтерский и налоговый учет;
- вести учет заработной платы;
- подготавливать финансовые документы;
- делать анализ показателей;
- проводить обзор нормативных актов и законов
- контролировать выполнение стандартов;
- подготавливать и сдавать отчетность в налоговую администрацию;
- консультировать руководство по вопросам финансовой стратегии.