

**JOB DESCRIPTION TEMPLATE**

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| **Date** |  |
| **Position Title** |  |
| **Reporting To**  **(name & position title)** |  |
| **Direct Reports**  **(number and position titles)** |  |
| **About the Business** | ***Richard Lloyd advice: Here you should include clearly what the company actually does, size/presence, turnover, number of employees etc..*** |
| **Structure of Finance Team** |  |
| **Systems Used** |  |
| **Job Responsibilities** | ***Richard Lloyd advice:***   * ***Whenever possible try to add facts and figures. E.g. break down role in terms of percentage time spent on key responsibilities. Specify volumes etc..*** * ***We advise to use bullet points, be concise and specific*** |
| **Skills & Attributes Required**  ***Essential***  ***Desirable*** | ***Richard Lloyd advice: Think carefully about what is truly essential and ensure you include both technical and behavioural competencies so candidates and Recruiters are clear on exactly who you are looking for.*** |
| **Additional Information** | ***Richard Lloyd advice: Here you could include:***   * ***Company Values*** * ***Charity or community work the company is proud of*** |