

Job Description Template

Date	
Position Title	
Hiring Manager	<i>Main point of contact for recruitment process and usually the person conducting the interviews.</i>
Reporting Manager	<i>Who will the person in this position report to on a daily basis</i>
About the business	<p><i>A paragraph or two about the business is extremely useful for the person joining your business and also the Recruitment Partner.</i></p> <p><i>Information could include: business overview, any products or services offered, target market and annual turnover. Mission and values are also useful – the more information you include the better.</i></p>
Position within the business	<i>Include an organisation chart or details of how this position fits within the business</i>
Job responsibilities	<p><i>Responsibilities should be listed in order of importance</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Managing a team of five staff – expand upon these duties to include everything from the roles of each direct report to how often performance reviews are conducted etc.</i> • <i>Producing monthly reports e.g. full responsibility for producing financial accounts.</i> • <i>Preparing budgets and forecasts – any dates and numbers around reporting would be helpful.</i>
Requirements	<p><i>Qualifications.</i> <i>Include the minimum level of qualifications the applicant will need to be successful in this position. TAFE, Tertiary, Professional Qualifications – CA / CPA</i></p> <p><i>Experience.</i> <i>Skills Experience: example 5 years statutory accounting, SOX and consolidations</i> <i>Systems Experience: Intermediate SAP, Advanced Excel Skills</i> <i>Interpersonal Skills: high attention to detail for data entry, strong written communication skills for reporting purposes.</i></p>
Additional information	<i>Better to include as much detail as possible to prevent any confusion and to allow for a faster more accurate search</i>