logo

<Replace with your firm logo>

DATE: <Insert here>

POSITION TITLE: <Insert here>

POSITION OVERVIEW: <Write a few sentences about the purpose of the role. What is the key objective, which team does the role sit within, and who does the role support?>

REPORTS TO: <Position title>

DIRECT REPORTS: <Position titles or NIL if N/A>

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications/ Experience** | | ***Essential***   * XXXX * XXXX * XXXX * XXXX * XXXX * XXXX   ***Desirable***   * XXXX * XXXX * XXXX * XXXX | |
| **Technical skills** | | * XXXX * XXXX * XXXX * XXXX | |
| **CPD requirements** | | * <Outline professional development points and requirements here> * XXXX * XXXX | |
| **Business vision** | | <Use this space to outline the vision of your accounting firm. It gives your prospective employee the opportunity to engage with the bigger picture before you even meet with them.> | |
| **Job purpose** | | ***<Write a key job purpose here>***  The position will ….  ***<Write a key job purpose here>***  The position will ….  ***<Write a key job purpose here>***  The position will …. | |
| **Behavioral competencies and values** | | **Competency or value**  Complete this section with the competencies or values you require in the successful candidate. | |
| **Example: Building client relationships**  The incumbent will build client relationships by listening, asking questions, and helping clients to explore and achieve their goals. | |
| **Competency or value**  Complete this section with the competencies or values you require in the successful candidate. | |
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| **Key result area** | **Major activities** | | **Performance measures** |
| **Finance** | * Does this role have a financial activity or activities? * Helping to achieve existing and new business goals is an example here | | * How will it be measured? |
| **Clients** | * Does this role have any client-facing activity or activities? * Assisting clients through providing expert tax advisory is an example here | | * How will it be measured? |
| **Process** | * Does this role have a process activity or activities? * Professional development hours is an example here | | * How will it be measured? |
| **People** | * Does this role have a people activity or activities? * Staff relationships are an example here | | * How will it be measured? |

APPLICATION DETAILS: <Insert here>

APPLY BY: <Insert here>