This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

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| **Job title** | *The formal title of the position* |
| **Reports to** | *The title of the position that the job incumbent reports to* |

**Job purpose**

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

* The job purpose is usually no more than four sentences long

**Duties and responsibilities**

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages the employee to 'work outside the box' and within reason, discourages "that's not my job".

* Identify between three and eight primary duties and responsibilities for the position
* List the primary duties and responsibilities in order of importance
* Begin each statement with an action verb
* Use the present tense of verbs
* Use gender-neutral language such as s/he
* Use generic language such a photocopy instead of Xerox
* Where appropriate use qualifiers to clarify the task – where, when, why or how often – for example instead of "greet the visitor to the office" use "greet visitors to the office in a professional and friendly manner"
* Avoid words that are open to interpretation – for example instead of “handle incoming mail” use “sort and distribute incoming mail”

**Qualifications**

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.

Qualifications include:

* Education
* Specialized knowledge
* Skills
* Abilities
* Other characteristics such as personal characteristics
* Professional Certification
* Experience

**Working conditions**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.

**Physical requirements**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

**Direct reports**

List by job title any positions to be supervised by the incumbent.

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| **Approved by:** | *Signature of the person with the authority to approve the job description* |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

Example of Job Description

MEANHENG REAL ESTATE Co., Ltd

JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job title** | *ACCOUNTANT* |
| **Reports to** | *ACCOUNTING MANAGER* |

**Job purpose**

The position of accountant consists of analyzing financial information and preparing financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

**Duties and responsibilities**

* Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans;
* Analyze business operations, trends, costs, revenues, and obligations, to project future revenues and expenses or to provide advice;
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, and reporting other tax requirements;
* Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology;
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs;
* Establish tables of accounts and assign entries to proper accounts;
* Maintain or examine the records of government agencies;
* Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;

**Qualifications**

* A four-year bachelor’s degree;
* Good English language in reading, speaking, listening and writing
* Accurate book keeping skill is strongly wanted
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
* High loyalty and result-oriented

**Working conditions**

* Full-time regular job from Monday – Friday and from 8:00am – 17:00pm (1-hour lunch time)
* Account Staff will rotate their working shift 2 Mondays to 2 Saturdays instead at Week 2 and Week 4 of each month in order to fully synchronize accounting data with other weekend staff

**Physical requirements**

To have an accurate accounting data entry to produce the correct financial statements, normally at the week 3 and week 4, accountants are required to stay up late at work to promptly finish all data entry of physical stock count. All OT compensation will be included.

**Direct reports**

1. Send Summary-of-the-day Report to Accounting Supervisor by each day
2. Report weekly on Account Receivable by market zone to Accounting Supervisor, Accounting Manager, and Zone Sale Managers.

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| --- | --- |
| **Approved by:** | *Ms UNG Serey Noma, Accounting Manager* |
| **Date approved:** | *11 December 2019* |
| **Reviewed:** | *Version 3, reviewed on 01 December 2019* |