

Job Profile

Private & Confidential

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**Auditor-BDO/
, Thomas International**

	Job
D	6
I	-8
S	-4
C	8

JOB DESCRIPTION

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

- Develop and comply with the systems, procedures, rules, objectives and timescales set by the organisation and take a disciplined approach when undertaking tasks.
- Work within a technical or specialist area of expertise in order to continuously improve the quality of the service and/or the product provided.
- Remain rational when dealing with others, work within organisational requirements, be systematic and factual when dealing with colleagues and handle conflict with logic until a solution becomes achievable.
- Provide the best possible solution to problem solving or decision making by conscientiously testing things, examining facts, trying different alternatives and thinking things through.
- Assert authority in order to meet agreed timescales and deadlines and overcome any problems which may get in the way of their achievement.
- Focus and push both self and others if required to achieve targets, budgets and results despite any opposition or antagonism on route.
- Be proactive and energetic in the work situation, seeking to get things done and at the same time deal with a variety of tasks.
- Adopt a serious and questioning manner in order to assess situations and come to conclusions, thus basing the process on facts and information gleaned from others.

The Job Profile indicates that the job holder needs to be a person who is both creative and results-orientated. Concern for the consequences of action and alertness to quality and standards may well be key aspects in this job. The position could involve a variety of activities in which emphasis is placed upon achieving results through a logical and factual manner. Standard operating procedures, challenging assignments and the adherence to rules and procedure are integral to the function. Ideally the person who is best suited to the role will be systematic, precise, careful, shrewd, probing, objective, reserved, serious, self-starting, inquisitive, mobile, active, alert and with a desire to get things done quickly and accurately. Quality, organisation, self-control and an analytical approach are also likely to be important factors to the success of this job.

Please bear in mind that the full analysis and points to review should be taken into consideration when comparing a person's profile with a Job Profile. Equally, biographical data should also be evaluated.

INTERVIEWER'S GUIDE - JOB DESCRIPTION

Auditor-BDO

The following statements are applicable to the Job Profile which has been established for the position of Auditor-BDO.

If you are in agreement with the majority of these statements, then the Job Profile which has been created for this position is likely to be a reliable and relevant representation of the actual job requirements.

Compliance (High C)

- A disciplined and rational approach to problem solving is, without doubt, important for successful candidates.
- Adopting a fearless, innovative and, possibly risk-laden, style is not compatible with the basic demands of this role.
- The possession of and recognition for specialist or technical competences are factors which are considered to be important.
- This position demands successful candidates to conform closely with policies, procedures and precedent.
- It is unlikely that the incumbent will be required to take instant, on-the-spot decisions with only superficial analysis and limited supporting data.

Dominance (High D)

- A firm and assertive style is a prime requirement.
- Popularity within the workplace need not be a prime requirement for the successful applicant.
- The ability to set tough goals is an important role requirement.
- Reacting quickly and decisively to change will be necessary.
- Preparedness to take difficult and sometimes unpopular decisions will be demanded of the job holder.

Steadiness (Low S)

- A demonstrative, self-critical and determined intent to complete assignments within time scales will be appreciated and rewarded.
- The ability to contribute to the energy levels of the team or work-group will seldom go unrecognised.
- Incumbents who become impatient with those who work at a slow and steady pace will have ample opportunity to demonstrate their own energy levels.
- Alertness, intolerance of slothfulness and a self-critical nature are sought-after attributes in this job.
- Candidates who are too passive and easy-going may find it difficult to perform adequately in this position.

Influence (Low I)

- A congenial but serious and logical approach to task completion is called for.
- This position will accommodate and reward candidates who are naturally quiet, reflective and reserved.
- Successful incumbents will tend to be reserved and logical, concentrating more easily on factual and analytical tasks than with more people focused responsibilities.
- Well suited incumbents will tend to be logical and objective problem solvers.
- Cautious and carefully considered decision taking and day-to-day operational commitments will be traits associated with those who perform satisfactorily in this role.

D I^{Job} S C

