

Job Profile

Private & Confidential

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**Financial Accountant-BDO/
, Thomas International**

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JOB DESCRIPTION

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

- Develop a team atmosphere through hard work, calmness, tolerance and consistency, attempting to fulfil work projects with honesty and integrity.
- Establish, build and stabilise relationships by listening to what others have to say thus digesting and absorbing the facts in order to respond and take action.
- Be persistent in problem solving, seeking solutions through the expertise of both self and others, researching the facts with care and resolving problems in a timely and thorough manner.
- Remain self-controlled when things go wrong and people get agitated or aggressive, be prepared to listen to what others say and feel, deal with conflict in an accommodating manner and use practicality as a method for reaching a solution.
- Consider problems as a challenge, collect information relevant to the problem, be disciplined in ascertaining the root cause, identify and develop a practical solution, communicate the findings and implement action to resolve the problem.
- Search out errors, rectify omissions, perfect systems and procedures which will ultimately raise the quality and standards of all tasks undertaken.
- Encourage a high level of performance in self and others.
- Develop trust in people and be willing to smooth relationships and advise and assist others.
- Adopt an accommodating and helpful manner, debate, agree and where necessary accept the objectives set by others and work within agreed parameters in order to ensuring tasks are complete.

The Job Profile is calling for a person who can give consistent performance within a highly structured and predictable climate. The incumbent should have the ability to deal with routine tasks and the persistence to see a job through to conclusion. The job is likely to be of a specialist, technical or administrative nature where the person is required to use knowledge and expertise. A friendly approach and the ability to communicate in a thorough and factual manner are integral to the function. Standard operating procedures, adherence to rules, and a patient, hard working nature are also important aspects of the role. Ideally the person fulfilling this job will have the ability to persuade others, work within specific guidelines whilst at the same time maintaining quality and standards. The person should be routine-orientated, methodical, thorough, compliant, cautious, sensitive, diplomatic, self-disciplined, amiable and accommodating. The function is also calling for a person who is non-aggressive by nature and prefers an environment which is free of trouble and confrontation.

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

Financial Accountant-BDO

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

Steadiness (High S)

- Dependability and stability are some of the key characteristics essential for satisfactory performance in this position.
- Some important success factors include patience and being well organised.
- Severe pressure, multi-tasking and the need to regularly meet tight time deadlines will seldom be critical factors within this function.
- Major changes in structure, responsibilities and relationships will, in most instances, be preceded by comprehensive and timely notice.
- Opportunities, formal or otherwise, for mentoring others will be available.
- An accommodating, amiable and somewhat easy-going behavioural style is best suited to this role.

Compliance (High C)

- Candidates and incumbents who are strong-willed, unconventional and venturesome are unlikely to relate comfortably to the requirements of this role.
- Compliance with corporate values and culture is critical to long-term success.
- Those candidates and job holders who are systematic and precise will most often be at a distinct advantage
- A cautious and carefully considered approach to problem solving is an important role requirement.
- Technical interests, skills and experience are some of the more important characteristics required for this role.

Influence (High I)

- The effective use of influence and persuasion are important, though not necessarily the most important, characteristics demanded by this position.
- Verbal communication will be one of the requirements for satisfactory performance in this role.

- Success in achieving goals and objectives will be supported by effective interpersonal skills.
- The ability to form friendly and trusting relationships could play an important role.
- Leadership style and ability to motivate, if a requirement, may be a factor to be considered.

Dominance (Low D)

- Incumbents who have the natural skills to exercise caution and care in their day to day responsibilities should find it rewarding working in this position.
- Independent and strong willed people who are driven to dominate and compete with their peers, are likely to be an unsettling influence in this job.
- Taking great care with, and evaluating the consequences of, critical decisions will be highly regarded.
- Risk awareness and concern for the impact of all one's actions will be traits respected in the successful candidate.
- An unassuming and unpretentious style will be well suited to the critical requirements of this, at times, conservative position.

D I^{Job} S C

