

Job Profile

Private & Confidential

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**Financial Advisor (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:

- Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.
- Mentor, counsel, coach and generally support those who are not confident in their area of competence, building morale and personal esteem and generally encouraging others to give their best performance.
- Create a positive and innovative atmosphere which encourages people to commit themselves to the task in hand and where necessary, go beyond the call of duty in order to achieve their key objectives.
- Remain confident when dealing with negative situations, convince others to have ideas and create new options, as well as encouraging and enthusing them to come up with imaginative solutions to difficult problems.
- Continually seeks out opportunity, practising and encouraging a culture of strategic excellence.
- Create a culture of continuous improvement.
- Be quite bold and if necessary, stubborn in order to fight a cause in situations where others are pushing in directions which may not be best for either all concerned or the organisation.
- Be alert to changing situations, show flexibility in approach, adaptability in difficult circumstances and continuously strive to achieve a result.

The Job Profile indicates that the person in this job should be friendly, assertive, independent, quick paced and have the ability to motivate others. Contactability and communication are also likely to be key notes, as the job environment may require the active influencing and persuading of a variety of people in changing situations. The generation of many contacts and involvement in selling a product or concept by gaining willing acceptance may be important within the function. The incumbent should enjoy challenging situations and have the flexibility to work in an unstructured environment where there is freedom to act and the authority to take decisions. The job will best be fulfilled by a person who is self-confident, enthusiastic, friendly, positive, self-starting, competitive, venturesome, mobile, active, alert and independent. The achievement of results through people is important to the function.

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 Advisor (BDO)

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

Influence (High I)

- The effective use of self confidence and persuasion are important characteristics demanded by this position.
- Good verbal communication is one of the prime requirements for satisfactory performance in this role.
- Success in achieving goals and objectives will depend on this person's motivational, and where appropriate, leadership skills.
- The ability to form friendly and trusting relationships will play an important role.
- The incumbent's leadership style will be an important factor.

Dominance (High D)

- The ability to solve problems and implement appropriate remedial measures would benefit the incumbent.
- An assertive, but not an aggressive, style could be a requirement of this post.
- Being accommodating and mild mannered may not necessarily be a requirement for the successful applicant.
- The ability to set tough goals may be an important role requirement.
- Reacting quickly to change will be viewed in a positive light.

Compliance (Low C)

- Strong-willed and independent candidates will comply with a number of important components of this role.
- Firm, even, at times, unconventional independence, will be a requirement of this position.
- Someone, who is policy compliant, systematic and perfectionistic may not be compatible with the key requirements of this position.
- It would appear that the post is calling for people who are tenacious and firm in their opinions and decisions.
- Recommended candidates will, in most instances, be persistent and at times intractable in the positions which they may adopt.

Steadiness (Low S)

- A serene, relaxed and easy-going activity level will seldom be tolerated in this role.

- Patience, leniency and stability are values that may have to be sacrificed in order to succeed in this position.
- The ability to demonstrate flexibility in approach and an anxiety to complete assignments on time are important factors for success.
- A style that is energetic and restless is likely to be compatible with the more dynamic and fast paced demands of this job.
- Above average mobility, being self-critical and flexible are some of the values that will be sought after.

D I^{Job} S C

