

# Job Profile

**Private & Confidential**

**18/02/2010**

**Financial Controller (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:

- Work within a technical or specialist area of expertise in order to continuously improve the quality of the service and/or the product provided.
- 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.
- 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.
- Generate monitoring systems that identify whether self, others or the organisation are achieving their objectives and also any variances there may be in terms of goals and timescales. Ensure that corrective action plans are formulated and implemented.
- Provide optimum levels of leadership, if required, encouragement, training and support in order to help others achieve their results and meet their budgets.
- 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.
- Focus and drive to achieve targets, budgets and results.
- Create a culture of continuous improvement.
- Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives.

The Job Profile is calling for a person who has a perfectionist approach to situations and enjoys researching facts and information. The job holder should be capable of communicating with others in an analytical manner within a technical area of expertise. The achievement of results and the need to be involved in a variety of tasks which call for accuracy and the attention to detail are aspects of the job. Standard operating procedures, adherence to rules and systems and the ability to maintain quality and standards are also important. The job holder should be conventional, consistent, adaptable, precise, careful, active, alert, self-starting, inquisitive, friendly and confident within a specific area of expertise. If the best results are to be achieved from this position then a clear description of the requirements will be essential to the job holder.

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 Controller (BDO)**

The following statements are applicable to the Job Profile which has been established for the position of Financial Controller (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)**

- Diplomacy and compliance with policy and procedures are several of the characteristics which are necessary for success in this position.
- It is important that incumbents subscribe to strict standards of quality and accuracy.
- Adherence to systems and procedures will regularly be called for in those people occupying this post.
- Being unconventional and self-opinionated will not be conducive to success in this position.
- Prime requirements for success in this job could include being methodical, systematic and precise.

#### **Influence (High I)**

- The possession of leadership and motivational skills will be vital to success in this function.
- Those candidates or incumbents who are able to establish and cultivate meaningful inter-personal relationships will be at a distinct advantage.
- The creation of a positive and friendly work place will often be expected of the job holder.
- The job will best be filled by those who are able to participate naturally and willingly with others.
- Influencing and motivational skills are critical requirements for incumbents.

#### **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.

#### Steadiness (Low S)

- Being mobile and impatient for results will be an advantage for favoured candidates.
- This position calls for incumbents who are alert and flexible when attending to their tasks and assignments.
- Being self-critical and fault-finding will suit candidates for this position.
- Candidates who are relaxed, patient and easy going are likely to be less successful in this job.
- In general, it is important for the incumbent to be discontented with the status quo, entrenched practices and procedures.

D I<sup>Job</sup> S C

