

## JOB PROFILE



Management / Cost Accountant /  
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Private & Confidential

### JOB DESCRIPTION

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

- 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.
- 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.
- 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.
- 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 indicates that the job holder should be capable of collecting information and imparting it to others. The job occupant whilst being adaptable by nature, will need to ensure strict conformity with rules, systems and protocol. The area of work is likely to have some administrative, specialist or technical aspects and the person fulfilling the role should have the persistence to see a job through to conclusion. The incumbent should be dependable, loyal, a good listener and enjoy working in a logical and systematic manner. Standard operating procedures are important aspects of this role and as such, it will require an individual who is organised, structured, self-controlled and capable of communicating facts within the required area of knowledge and expertise. The person fulfilling this role should be consistent in approach, analytical, sensitive, precise and compliant. The environment, wherever possible should be free of confrontation and the person occupying the role should be non-aggressive by nature.

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

### Management / Cost Accountant

The following statements are applicable to the Job Profile which has been established for the position of Management / Cost Accountant.

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.

#### Steadiness (High S)

- Harsh and often unpopular disciplinary measures will seldom be required of the job holder on a regular basis.
- Those people possessing the important attributes of patience, persistence and predictability will be at a distinct advantage.
- Candidates who are naturally dependable and deliberate will relate positively to the basic demands of this position.
- Customer support and servicing skills will often make an important contribution to success in this role.
- Consistency and reliability are critical success factors.
- Those people who are calm, even-tempered and possess an amiable disposition will relate positively to the requirements for this post.

#### 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.

Job

