

POSITION DESCRIPTION

Job Title	Accountant	Date: 15 Mar 2010
Name		Employment Status:
		Regular
Location		Temporary
		Full-time
Supervisor's Name/ Title		Part-time

SUMMARY

This position description is written to describe work currently organised and performed by a fully qualified employee who possesses knowledge, skills, and experience required by the position. The position description sets out the requirements of the position in the following format:

- Objective
- Key Effectiveness Areas/Responsibilities
- Selection criteria (skills and duties required)

OBJECTIVE

Provides financial information to management by researching and analysing accounting data and preparing reports

KEY EFFECTIVENESS AREAS/RESPONSIBILITIES

(Generic Responsibilities)

1. .
2. .
3. .
4. .
5. .
6. .
7. .
8. .
9. .
10. .