

WRITING A JOB ADVERT

Use the details on the job description and person specification to create a job advertisement.

REMEMBER:

- Make it clear what the job involves.
- Give most attention to what you consider to be the most important requirements for the job.
- Make it clear what you **must** have to get the job and what might **help** you to get it.
- You want to encourage as many people to apply as possible (but ideally only people who might get the job).

JOB ADVERT

HEADLINE WITH JOB TITLE (eg. Wanted: Personal Assistant to the Chief Executive)	
SALARY/PAY Decide what you think you should pay to attract the right candidates (eg. £17k pa', which means '£17,000 per annum', ie. per year)	
INTRODUCTION One sentence to say what the job is and the key things you're looking for as an employer.	
DESCRIPTION A longer, more detailed outline of the kind of person you're looking to employ and what they need to have, including any specific skills and/or or qualifications.	
APPLICATION DETAILS Say how you want them to apply (eg. covering letter, CV, application form, any exercise you want set) and give a deadline.	

JOB DESCRIPTION

AUDITOR

MAIN TASKS

- Maintaining good contacts and communications with clients.
- Writing and contributing to audit reports including highlighting any issues discovered during the audit and making suggestions on changes, accounting procedures and business practices.
- Checking clients' records of cash balances agrees with bank records.
- Making sure that clients own the fixed assets (eg. buildings) they claim to own in their accounts.
- Checking that clients' payroll costs are in line with expectations based on the average number of staff employed.
- Helping to make sure that the list of the clients' suppliers is complete.

OTHER TASKS

- Travel to and from clients' offices.

QUALIFICATIONS NEEDED

- English and Maths GSCSE or equivalent.
- Professional accountancy qualification.

KPIs: Delivery in line with schedules, client satisfaction, repeat business from clients.

PERSON SPECIFICATION

AUDITOR

REQUIREMENTS	ESSENTIAL/ DESIRABLE	HOW ASSESSED?	IF ASSESSED BY INTERVIEW, SUGGEST A SUITABLE QUESTION
	E/D		
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