



# The Job Description

- This document is written by the firm
- It outlines the details of the job
- It should contain the:
  - Job Title
  - Purpose of the job
  - Place in the organisation
  - Specific duties of the job
  - Other responsibilities of the job
  - Location of the job
  - Hours of work
  - Working conditions





# The Person Specification

- This document is written by the firm but is not seen by the applicants
- It outlines the type of person the firm wants
- It might contain the:
  - Educational qualifications
  - Previous experience
  - General intelligence
  - Specialised skills
  - Interests
  - Personality
  - Physical requirements





# What Do Businesses Look For?

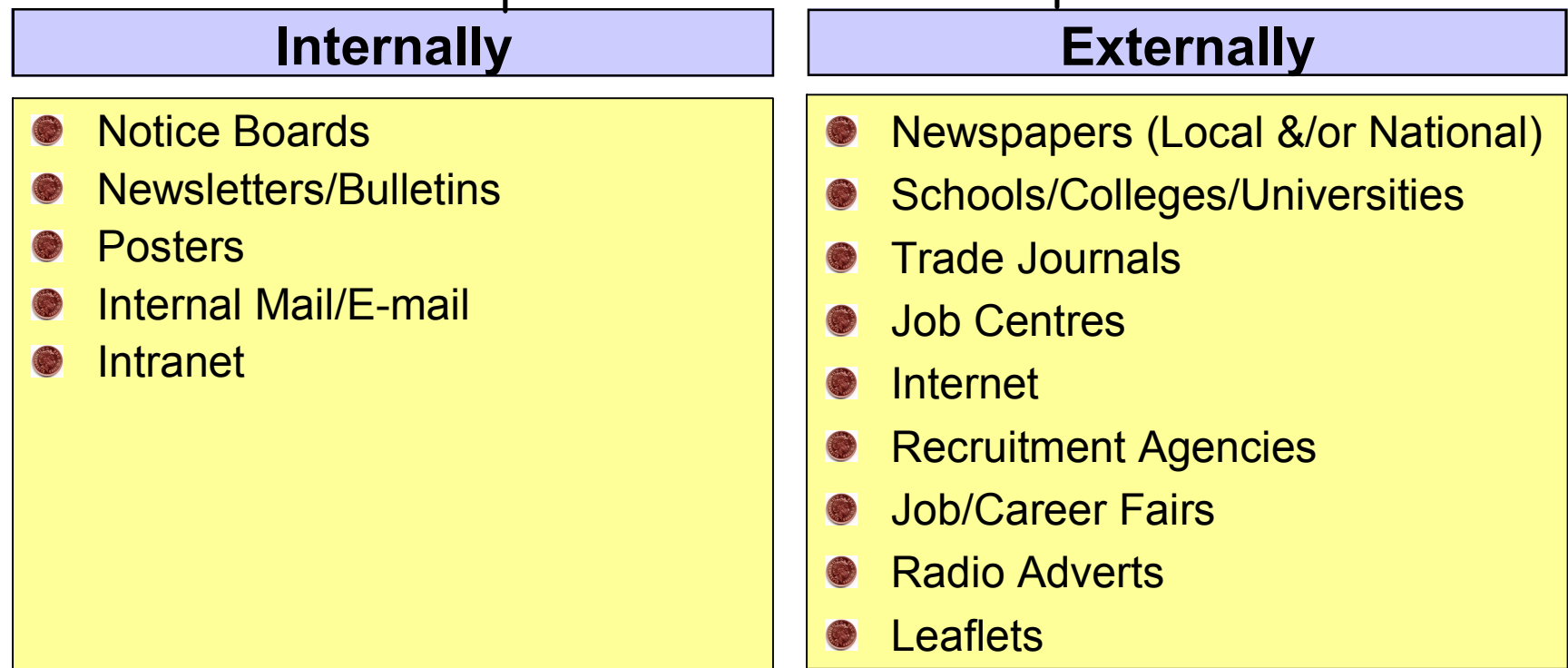
- Recruiting is an expensive process
- As such the person specification is an important document that is used to find the right person
- Most businesses will want staff who are:
  - Good at working with others
  - Diligent
  - Flexible
  - Loyal





# Where To Advertise?

● There are two ways of advertising a vacancy:





# An Example Job Advert

- Given below is an example. It is important to realise that any job advert must abide by the law

**Job Title** → FINANCE ASSISTANT/ CASHIER

**Basic Salary/Wage Information** → £14,851 to £16,472 per annum (depending on qualifications and experience)  
Base: Head Office, Stafford

**Location** → Base: Head Office, Stafford

**Brief Description** → A new opportunity has arisen in our Finance Department for an experienced payroll officer/cashier. You will be responsible to the Management Accountant for the processing of the company's payroll, including updating and maintaining staff data, completion of P45 information for leavers, monthly timesheet entries and liaison with external agencies on payroll related issues. You will also be responsible for banking and purchase ledger administration. The company operates a computerised payroll system and you will be expected to contribute to the development of the system.

**Qualifications/Experience Required** → With a minimum of 12 months experience of working with a computerised payroll system and an excellent knowledge of PAYE, NI, SSP and SMP, you should also have a good working knowledge of Word and Excel. Previous experience with a Navision system would be an advantage. Accuracy and attention to detail are vital, together with the ability to work on your own initiative. It is essential that you can integrate well into a small and very busy team, and have strong customer service skills.

**Address and/or Contract Details** → For an application pack, please e-mail [personnel@CXStaffs.co.uk](mailto:personnel@CXStaffs.co.uk) quoting reference 835 or call our 24-hour answerphone on 01785 355748. Please do not submit CVs. Confidential Disclosure applies - details in application pack. Closing date for receipt of applications: 25 June 2003. Interview date: 7 July 2003. We welcome applications from ALL sections of the community.

**Organisations Identity and Logo** → **connexions** STAFFORDSHIRE