

**Job description (example),**

based on gradar factors in combination with the company's own levels and company-specific definitions of job family, reporting lines, core duties and position-specific requirements

<b>Positiontitle</b>	<b>(Senior) Accountant III</b>
<b>Level</b>	<b>5</b>
<b>Job Family</b>	<p>Finance</p> <p>At \$company the job family Finance is responsible for the development and implementation of financial planning and policies. It is responsible for the development and maintenance of accounting policies for fiscal issues as well as reporting and safeguarding of corporate assets. Finance staff maintain accounting and financial documents, including the accounts, financial statements, budgets and reports for management and authorities.</p>
<b>Reports to</b>	<p>Team Manager Accounting</p> <p>Team Manager Finance</p>
<b>Core Duties</b>	<p>Accounting (eg accounting, allocation, financial data maintenance)</p> <p>Reporting (eg prepare monthly and annual financial statements in accordance with current legislation)</p> <p>Travel Expenses</p> <p>Credit &amp; debt recovery</p> <p>Training of colleagues about policies and procedures of accounting</p>
<b>Position-specific Requirements</b>	<p>Vocational training (eg tax specialist assistant)</p> <p>Additional training for accountants</p> <p>English, German</p> <p>MS Office (Excel, Word), SAP FI</p>
<b>Professional Knowledge</b>	The position requires professional knowledge typically based on an apprenticeship and additional qualifications and solid knowledge of business processes.
<b>Experience</b>	4 – 6 Years
<b>Problem Solving</b>	Known solutions and expertise are applied to recurring problems. The demands on the cognitive abilities are of procedural nature in a homogeneous and stable context and require flexibility in the choice of solutions. The frame of the potential problems is known and there are sample solutions, procedures or algorithms for problem solution.
<b>Processes</b>	Monitoring of simple processes, adaptation of existing processes to other situations. The extended objective is to suggest improvements, and analyze process times, costs, and quality and identify requirements for new processes. Process optimization is a regular and important part of the position This is typically the first level of process ownership.
<b>Functional Responsibility</b>	Making decisions, which are also the basis for the work of other groups / teams. Freedom to act within a framework defined by general guidelines.
<b>Communication</b>	The position requires very good communication skills and social skills. Subjects of varying nature and complexity must be prepared to fit the target group. The incumbent is in constant exchange within the organisation and / or customers concerning complex issues.
<b>People Responsibility</b>	Practical instruction, onboarding and technical mentoring/coaching of team members, structuring of work processes