

Position Description

Job Title

Date:

Company:

Location:

Reports to:

Staff reporting to role:

Key Relationships:

Company Objective:

Purpose of Position:

Key Accountabilities

Job function (e.g. Creditor Payments) Accountability and Expected Target

- Bullet point key responsibilities and KPI's for each

Next job function (e.g. Creditor Communications) Accountability and Expected Target

- Bullet point key responsibilities and KPI's for each

Next job function (e.g. General Administration) Accountability and Expected Target

- Bullet point key responsibilities and KPI's for each

Miscellaneous

- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee