## How to Create an Effective Job Description

When you are creating a job description the 13 headings you should find are:

**Job Title**

This should be an accurate reflection of the role itself.  Just because the role was called Treasury Analyst or Treasury Manager before does the description now need to be the same?

Roles evolve and change, therefore maybe it should read Treasury Manager – Front Office Operations or Treasury Analyst – Investor Relations. Be accurate but put yourself in their shoes – would you apply? Your answer must be yes, if not keep thinking.

**Department**

Which department is the role based in?  Which other departments does it have a direct or dotted line relationship to?

**Purpose of the Job**

Are there any projects or deadlines that are the responsibility of the role holder?  What do they do to help the company and person themselves develop?

**Who the Current Job Holder Is?**

Where are they going to?  Will they be the mentor to this person?

**Responsible to Whom?**

In addition to the individual that they will directly report to, provide the details of any other individuals that will be responsible for their work priorities etc.

Explain how senior the role is and this will help the candidate explain the contribution they will make.  What difference can they make?

**Supervisory Responsibilities Attached to The Role**

Will they have any direct or indirect reports?  If so, explain how it will help them to develop as a person/manager.

**Accountabilities of The Position**

Are there any specific areas of accountability such as projects, data or deadlines which the role is accountable for?  What exciting projects they will be involved in?  Where will they progress towards by performing the role?

**Main Duties Expected in The Role**

What does the role holder do and how will their success be measured? If they are successful what will the reward be whether financial or more implicit?

**Working Conditions Involved**

Travel or location requirements – Does the role require the role holder to be based in different locations?  Will they gain exposure to the international markets?

**Qualifications and Experience Expected of The Job Holder**

Are there any specific qualifications required?  Are the essential or desirable? Will further training be offered?  Is there a management program in place?

**Salary and Benefits**

Giving a breakdown of the entire package is more likely to attract a candidate’s interest. You get what you pay for so do consider/research the salary level carefully to ensure you appeal to the right calibre of candidate. Use salary surveys if necessary but do combine this with common sense taking location / industry / level into consideration.  What other benefits are offered?

Younger candidates may be motivated more by a straight financial reward.  As they develop they may want a more rounded package i.e. family healthcare insurance and other wider benefits.

**Prospects for the Role?**

Where next?  Will they be your successor?  Where did other people in this role go to?

**Any Other Relevant Information**

Is there anything else the role holder needs to be aware of?

If it helps, here are some other questions you need to ask and answer when writing / reviewing your job description.

Ask yourself and then answer in your job description the following questions:

* Why do you enjoy your role?  Will the new recruit enjoy the role for similar reasons?
* Did you start in the position you are recruiting? How have you developed in the role?
* What is exciting about your company?
* How does this role contribute to the success of the Treasury Department?
* What projects will this role take responsibility for?
* How can this person develop the role?
* What is the vision/mission for the company?
* Why / what would make you join the company based on what you know about it?
* What gets you out of bed in the morning?
* What difference do you make/can you make to peoples’ lives both internally and externally to the company?
* What learning and other opportunities are on offer at the company?
* What’s the progression from this role?

Other tips when writing a job description:

* Avoid company jargon and acronyms – it alienates external candidates who will not be familiar with the terminology. For example, “Liaising with WNS” may be a key requirement of the role but it could easily be changed to “Liaising with Network Services”
* It’s not a wish list of everything you would like in the job holder – it should accurately reflect the requirements of the role. For example, make sure that it really is essential to have previous experience of managing a team if you’re going to include it in your description.
* Make sure it is up to date, ideally it should be reviewed annually but as a minimum it should be updated before a recruitment process begins.
* Care should be taken to avoid discriminatory statements e.g. “the role holder will need to have 5 years working as…”. replace with “Experience required working as ……”

Most of all take a moment stand in their shoes and ask would you apply for this role?

Would you jump at the opportunity?

If yes, GREAT!

If no, go back to the drawing board and revise your job description now!

**NOW GO SELL THE DREAM!!!**

If you want further advice then to call us, after all this is what we do every day.

Who knows, maybe we might know a thing or two!

Hang on Mike – you are the Treasury Recruitment guy shouldn’t you be able to help me with this?

Yep you’re right - I can!

The following **levels of treasury position from Treasury Assistant to Group Treasurer** have all been recruited by the treasury recruitment company team over the past year - a busy 12 months!

**DOWNLOAD any of the sample Job Descriptions** - t**hey are sure to give you a head start!**

**Treasury Job Descriptions from**

**Treasury Assistant to Group Treasurer**

[Treasury Assistant](http://treasuryrecruitment.com/wp-content/uploads/2017/06/TTRC-Job-Spec-Examples_Treasury-Assistant.doc)

[Treasury Analyst](http://treasuryrecruitment.com/wp-content/uploads/2017/06/TTRC-Job-Spec-Examples_Treasury-Analyst.doc)

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[Group Treasurer](http://treasuryrecruitment.com/wp-content/uploads/2017/06/TTRC-Job-Spec-Examples_Group-Treasurer.doc)

I hope these help you to create your next Job Description give me a call - I would be delighted to help you recruit your next team member!

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