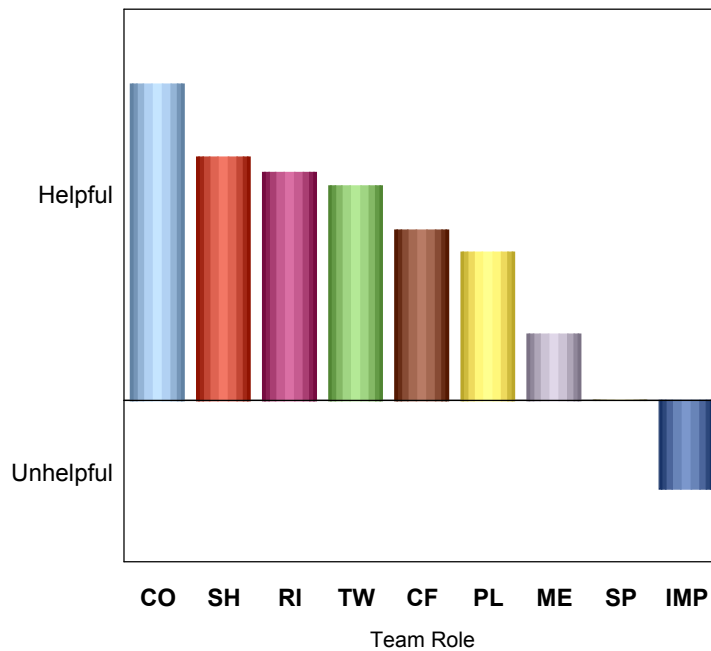


Accounts Manager Job Specification

This report should be given to the person responsible for recruitment or development of the job in question. It highlights the specific requirements of the job in terms of Team Role contributions.

This report is based on John Brown's Job Requirements Inventory and 3 Job Observations.



The job as it is specified requires someone who has the capacity for drawing the best out of others, encouraging them to contribute and to identify personally with group objectives. Such a person should be able to conduct meetings in a mature fashion and in a way that allows participants to feel satisfied when proceedings have been concluded.

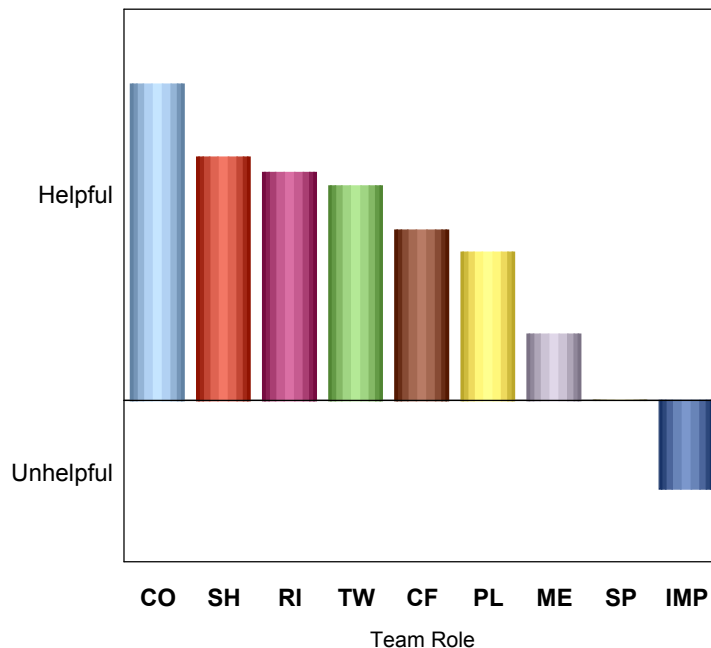
The work entails a fair degree of drive and a willingness to face up to occasional opposition.

On this specification the ability to organise people outweighs the ability to arrange the way in which the necessary work should be carried out.

Accounts Manager Job Expectations

This report should be given to the applicant or jobholder. It highlights the behaviours required to perform well in the job.

This report is based on John Brown's Job Requirements Inventory and 3 Job Observations.



This is a job in which you will be expected to lead from the front. Even if you consult others, you should never lose control of the situation. The people you work with may need to be directed or they may need to feel they are working with you as part of a team. So it is important that you should adapt your managerial style accordingly. The job specifier expects the overall responsibility to be yours and that it will be discharged in a mature fashion.

You will need to stand on your own feet and take personal responsibility in this job. It will be important for you to make your own decisions without relying on others.

Accounts Manager

List of Observer Words for Jobs

This report shows the behavioural qualities which Observers consider will have an impact upon the job. Behaviours shown in bold have been identified as one of the top three qualities important for the job. The number of asterisks indicates the number of Observers who identified the word in this way. Behaviours considered to be unhelpful to the job are shown in italics.

This report is based on 3 Job Observations.

outgoing	**3	<i>over-talkative</i>	0
methodical	**3	<i>over-sensitive</i>	0
shrewd	*3	<i>manipulative</i>	0
perceptive	3	<i>inflexible</i>	0
competitive	**2	<i>indecisive</i>	0
inventive	2	<i>inconsistent</i>	0
<i>eccentric</i>	2	<i>absent-minded</i>	0
<i>sceptical</i>	2	conscious of priorities	0
encouraging of others	2	challenging	0
disciplined	2	tough	0
<i>oblivious</i>	2	studious	0
caring	2	self-reliant	0
willing to adapt	2	seizes opportunities	0
diplomatic	*1	reliable	0
consultative	*1	realistic	0
imaginative	1	practical	0
<i>frightened of failure</i>	1	persuasive	0
logical	1	persevering	0
efficient	1	perfectionist	0
<i>over-delegating</i>	1	outspoken	0
confident and relaxed	1	original	0
<i>engrossed in own area</i>	1	broad in outlook	0
<i>impulsive</i>	0	motivated by learning	0
<i>impatient</i>	0	meticulous	0
<i>fussy</i>	0	keen to impart expertise	0
<i>fearful of conflict</i>	0	inquisitive	0
<i>uninvolved with specifics</i>	0	impartial	0
<i>unenthusiastic</i>	0	helpful	0
<i>unadventurous</i>	0	analytical	0
<i>territorial</i>	0	hard-driving	0
<i>restricted in outlook</i>	0	free-thinking	0
<i>resistant to change</i>	0	enterprising	0
<i>reluctant to allocate work</i>	0	dedicated to subject	0
<i>confrontational</i>	0	creative	0
<i>pushy</i>	0	corrects errors	0
<i>procrastinating</i>	0	accurate	0