

# Job Description Template

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## **[Section 1: Job Details]**

- Job Title:
- Department:
- Reports to:
- Date Last Updated:

## **[Section 2: Role Purpose (2–3 lines max)]**

Example: This role supports our finance team by managing day-to-day bookkeeping and reconciliations.

## **[Section 3: Key Responsibilities (5–7 bullet points max)]**

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## **[Section 4: Required Skills & Competencies]**

Must-Have Skills:

Nice-to-Have Skills:

## **[Section 5: Performance Indicators]**

What success looks like in this role:

- Timely monthly reporting
- Zero backlog on key deliverables
- Positive collaboration feedback

## **[Section 6: Development Path (Optional)]**

This role could grow into:

- [Next-level role or expanded responsibilities]