

????????????????

Accountant Chief	()	()	()
G4			

(Job Purpose)

1. ()
2. (Business Plans) , ()
()
()
3. / ()
4. ()
()
5. ()

(Key Responsibilities)

(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
() () ()	- () () () - () () () - () () () - () () () () (ICC)	- () () () ()

<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>
<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度计划 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>

XXXXXXXXXX - XXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXX , XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX
XXXXXXXXXX - XXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX /XXXXXXXXXX , XXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

(Financial Responsibilities/Authorization)

XXXXXX (Item)	XXXXXXXXXXXX (Amount/Authorized level)		
	XXXXXXXXXX □ (Own Decision)	XXXXXXXXXX □ (Consulted by Superior)	XXXXXXXXXX XXXXXXXXXX (Superior Approval)
XXXXXXXXXX XXXXXXXXXX □	/	/	/
XXXXXXXXXX XXXXXXXXXX	/		
XXXXXXXXXX XXXXXXXXXX XXXX	/		

XXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXX / XXXXXXXXXXXXXXXX □	XXXXXXXXXXXXXXXX □	XXXXXX
XXXXXXXXXXXXXXXX	- XXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXX □ / XXXXXXX XXXXXXXXXX - XXXXXXXXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX

XXXXXXXXXX	<div>- XXXXXXXXXXXXXXXX XXXXXX .XXXXXXXXXX - XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX X</div>	<div>XXXXXX XXXXXXXXXXXX</div>
Supplier	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX - XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXX XX , XXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX</div>	<div>XXXXXXXXXXXX XXXXXXXXXXXX</div>
XXXXXX	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX , XXXXXXXXXXXXXXXXXXXX , XXXXXXXXXXXX</div>	<div>XXXXXXXXXXXX</div>

XXXXXXXXXXXXXXXXXXXX

(Job Specifications)

XXXXXXXXXXXX

(Education Background)

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX /XXXXXXXXXXXXXXXXXXXX /XXXXXX

(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

- XX XXXXXXXX 3 XX

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

XXXXXXXXXXXXXXXXXXXX

(Competencies)

<div> <div></div> <div>(Knowledge)</div> </div>	<div> <div></div> <div>(Skills)</div> </div>	<div> <div></div> <div>/</div> <div></div> <div>(Mental Abilities/Personalities)</div> </div>
<div> <div>-</div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div>-</div> <div></div> <div>Microsoft Office</div> <div>-</div> <div></div> <div></div> <div></div> </div>	<div> <div>-</div> <div></div> <div>-</div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div>-</div> <div></div> <div>/</div> <div></div> <div>-</div> <div></div> <div>-</div> <div></div> <div>-</div> <div></div> <div>-</div> <div></div> <div></div> <div></div> </div>

(Others)

<div> <div>-</div> <div></div> <div>BC Account</div> <div></div> </div>	<div> <div>-</div> <div></div> <div>Office</div> <div></div> <div></div> <div>Excel pivot</div> </div>
---	--

<div> <div></div> <div>(Prepare By)</div> </div>	<div> <div></div> <div>(Approved By)</div> </div>	<div> <div></div> <div>(Acknowledged By)</div> </div>
<div> <div>(.....)</div> <div></div> <div>...../...../.....</div> </div>	<div> <div>(.....)</div> <div></div> <div>...../...../.....</div> </div>	<div> <div>(.....)</div> <div></div> <div>...../...../.....</div> </div>