

# JD-AC-001 ??????????????????

???????? ( )	???????? ( )	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>
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[illegible]

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



































































































































Diagram illustrating a network topology for an 'Office' scenario. The topology shows a central switch connected to multiple servers and a printer. The switch is connected to 10 servers (labeled 1-10) and a printer. The printer is connected to a server labeled 'Office'.


 (Subordinate's Responsibilities)

Diagram illustrating the structure of the data table. The table is divided into two main sections: 'Position' (6 columns) and 'Job Scope' (12 columns).

XXXXXXXXXX - XXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXX , XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX - XXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXX , XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX - XXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXX /XXXXXX , XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

(Financial Responsibilities/Authorization)

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

XXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXX / XXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX X	XXXXXX
XXXXXXXXXXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXX XX / XXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXXXX  XXXXXXXXXXXX

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

XXXXXXXXXXXXXXXXXXXX

(Job Specifications)

XX

XXXXXXXXXXXX

XXXXXXXXXXXX

(Education Background)

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX

/XXXXXXXXXXXXXXXXXXXX

/XXXXXX

(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

- XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

- XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX Microsoft Office - XXXXXXXXXXXXXXX , XXXXXXXXXX XXXXXXX	- XXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXX / XXXXXXXXXXXX - XXXXXXX - XXXXXXX - XXXXXXX - XXXXXXXXXXXXXXXXXXXX XX

XXXXXXXXXXXX

(Others)

- XXXXXXXXXXXXXXXXXXXX	BC Account XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXX	Office XXXXXXX XXXXXXX Excel pivot

XXXXXXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXXXXXXXX (Acknowledged By)
(.....) XXXXXX ...../...../.....	(.....) XXXXXX ...../...../.....	(.....) XXXXXX ...../...../.....