

JOB DESCRIPTIONS INDEX

Accountants Auditors & Finance

- 1 Accounting Supervisor
- 2 Accounting Technician
- 3 Accounts Clerk
- 4 Accounts Clerk - Controls and Reconciliations
- 5 Accounts Payable Assistant
- 6 Accounts Supervisor
- 7 Assistant Internal Auditor
- 8 Audit Assistant
- 9 Audit Manager (Charity or Not for Profit Sector)
- 10 Audit Semi - Senior
- 11 Auditor
- 12 Cashier
- 13 Chartered Accountant
- 14 Chartered Certified Accountant
- 15 Chartered Management Accountant
- 16 Chartered Public Finance Accountant
- 17 Chief Internal Auditor
- 18 Commodity Broker
- 19 Corporate Treasurer
- 20 Credit Controller
- 21 Credit Manager
- 22 Director of Finance & Information Systems
- 23 Finance Director
- 24 Finance Director (FD) or Chief Financial Officer (CFO)
- 25 Finance Systems Administrator
- 26 Financial Accountant
- 27 Financial Controller
- 28 Financial Manager
- 29 Income Clerk (Charity)
- 30 Internal Auditor (Charity)
- 31 Legal Cashier
- 32 Management Accountant
- 33 Management Accountant (Charity)
- 34 Payroll Assistant
- 35 Payroll Supervisor
- 36 Principal Accountant - Section Head
- 37 Sales Ledger Clerk
- 38 Senior Accountant
- 39 Senior Internal Auditor
- 40 Systems Accountant
- 41 Tax Adviser
- 42 Tax Manager

Advertising

- 43 Advertising Account Executive
- 44 Advertising Account Manager
- 45 Advertising Copywriter
- 46 Media Buyer

Agricultural and Horticultural

- 47 Animal Nutritionist
- 48 Farm Manager
- 49 Gardener
- 50 Landscape Gardener
- 51 Landscape Manager
- 52 Landscape Scientist
- 53 Plant breeders, geneticists

54 Soil Scientist

Architects and Surveyors

55 Architect
56 Architectural Technologist
57 Building Control Surveyor
58 Building Project Manager
59 Building Services Engineer
60 Building Surveyor
61 Chief Architect
62 Chief Surveyor
63 Clerk of Works
64 Construction Estimator
65 Draughtsperson
66 Estimator
67 Planning and Development Surveyor
68 Principal Architect
69 Principal Surveyor
70 Quantity Surveyor
71 Senior Surveyor
72 Site Agent - Manager
73 Surveyor

Art and Design and Arts

74 Fine Artist
75 Graphic Artist
76 Graphic Designer
77 Museum - Gallery Conservator
78 Printmaker

Banking and Lenders

79 Banker
80 Branch Manager (Bank)
81 Credit Analyst
82 Investment Analyst
83 Investment Banker (Corporate Finance)
84 Investment Banker (Operations)
85 Investment Fund Manager
86 Investment Manager

Building and Construction

87 Building Control Surveyor
88 Building Project Manager
89 Building Services Engineer
90 Building Surveyor
91 Civil Engineer
92 Civil Engineer (Consulting)
93 Civil Engineering Surveyor
94 Clerk of Works
95 Construction Estimator
96 Maintenance Engineer
97 Site Agent - Manager
98 Structural Engineer

Charity Personnel

99 Audit Manager (Charity or Not for Profit Sector)
100 Chairperson of a Charity
101 Company Secretary (Charity)
102 Donations Administrator
103 Fundraiser
104 Fundraising Assistant

- 105 Fundraising Manager
- 106 Income Clerk (Charity)
- 107 Internal Auditor (Charity)
- 108 Management Accountant (Charity)
- 109 Publications Administrator
- 110 Publicity Manager
- 111 Supporter Care Assistant in a Charity
- 112 The Company Secretary -Secretary (Charity)
- 113 The Treasurer (Charity)
- 114 Trustee of a Charity
- 115 Volunteer Coordinator

Directors and Senior Management

- 116 Chairman - Chairperson
- 117 Chief Executive
- 118 Chief Executive Officer (CEO) or Managing Director (MD)
- 119 Chief Operation Officer or Operations Director
- 120 Commercial Director
- 121 Company Secretary
- 122 Customer Services Director
- 123 Director of Central Services
- 124 Director of Finance & Information Systems
- 125 Director of Organisation Development
- 126 Finance Director (FD) or Chief Financial Officer (CFO)
- 127 Managing Director
- 128 Operations Director
- 129 Publications Director
- 130 Regional Sales Director
- 131 Sales & Marketing Director
- 132 Senior Director, Staffing
- 133 Technical Director

Education

- 134 Advisory Teacher
- 135 Community Home - School Teacher
- 136 Deputy Head Teacher
- 137 Early Years - Nursery Teacher
- 138 Education Administrator
- 139 Education Inspector
- 140 Educational Psychologist
- 141 English as a Foreign Language Teacher
- 142 English as a Second Language Teacher
- 143 English for Specific Purposes Teacher
- 144 Further Education Lecturer
- 145 Head of Year
- 146 Higher Education Lecturer
- 147 Learning Mentor
- 148 Music Teacher, Private - Peripatetic
- 149 Nursery Assistant
- 150 Nursery Manager
- 151 Nursery Nurse
- 152 Primary School Teacher
- 153 Prisons Instructor - Tutor
- 154 Secondary School Teacher
- 155 Special Educational Needs Teacher
- 156 Special Needs Teaching Assistant
- 157 Teaching Assistant
- 158 Teaching Assistant version 2

Engineers

- 159 Aeronautical Engineer

- 160 Automotive Engineer
- 161 Biomedical Engineer
- 162 Biomedical Engineer version 2
- 163 Brewing Engineer
- 164 Chemical Development Engineer
- 165 Chief Electrical Engineer
- 166 Chief Mechanical Engineer
- 167 Civil Engineer
- 168 Civil Engineer (Consulting)
- 169 Civil Engineering Surveyor
- 170 Communications Engineer
- 171 Control and Instrumentation Engineer
- 172 Development Engineer
- 173 Electrical Engineer
- 174 Electronics Engineer
- 175 Engineering Geologist
- 176 Environmental Engineer
- 177 Geotechnical Engineer
- 178 Land Based Engineer
- 179 Maintenance Engineer
- 180 Materials Engineer
- 181 Mechanical Engineer
- 182 Mechanical Maintenance Engineer
- 183 Naval Architect
- 184 Planning Engineer
- 185 Process Engineer
- 186 Process Engineer version 2
- 187 Production Engineer
- 188 Site Engineer
- 189 Structural Engineer
- 190 Traffic Highways Engineer
- 191 Water Engineer
- 192 Water Engineer version 2

Estates Management

- 193 Director of Estates and Surveying
- 194 Maintenance Manager
- 195 Maintenance Worker

Factory Personnel

- 196 Factory Manager
- 197 Maintenance Supervisor
- 198 Packing Supervisor
- 199 Production Operative
- 200 Supply Chain Manager
- 201 Warehouse Manager
- 202 Warehouse Operative
- 203 Warehouse Worker

General Office, Administration, Secretarial

- 204 Administrative Assistant
- 205 Call Centre Service Representative
- 206 Call Centre Supervisor
- 207 Central Services Supervisor
- 208 Clerk - Typist
- 209 Committee Administrator
- 210 Computer Operator
- 211 Copy Typist
- 212 Courier
- 213 Data Entry Clerk
- 214 Data Input Clerk - VDU Operator

- 215 Data Preparation Supervisor
- 216 Executive Secretary
- 217 Filing Clerk
- 218 Finance Systems Administrator
- 219 Office Assistant
- 220 PA and Office Manager
- 221 Postal Clerk
- 222 Receptionist
- 223 Receptionist and Switchboard Operator
- 224 Receptionist, Telephonist
- 225 Reprographics Operator
- 226 Switchboard Operator -Receptionist
- 227 Telephone Supervisor
- 228 Typing - Word Processing Supervisor
- 229 VDU Operator
- 230 Word Processor Operator

Government and Other Officers

- 231 Advice Worker
- 232 Awards - Grants Officer
- 233 Community Development Worker
- 234 Community Education Officer
- 235 Consumer Rights Advice Worker
- 236 Debt - Finance Advisor
- 237 Employee Relations Officer
- 238 Environmental Education Officer
- 239 Historic Buildings Inspector - Conservation Officer
- 240 Housing Manager - Officer
- 241 Hygiene Officer
- 242 Planning Administrator
- 243 Planning Enforcement Officer
- 244 Planning Policy Officer
- 245 Planning Technician
- 246 Tax Inspector
- 247 Town Planner

Health and Safety

- 248 Health & Safety Manager - Director
- 249 Health and Safety Manager
- 250 Hygiene Officer
- 251 Safety Manager

Health Medical & Social Care

- 252 Acupuncturist
- 253 Alexander Technique Practitioner
- 254 Aromatherapist
- 255 Chiropractor
- 256 Dental Hygienist
- 257 Dentist
- 258 Health Care Assistant (Grade A)
- 259 Herbalist
- 260 Homeopath
- 261 Naturopath
- 262 Nutritional Therapist
- 263 Osteopath
- 264 Practice Manager (Medical, Health Sector)
- 265 Reflexologist

Human Resources

- 266 Compensation Analyst
- 267 Compensation and Benefits Manager

268 Director of Human Resources
269 Employee Relations Manager
270 HR Manager
271 Human Resource Planning Manager
272 Human Resources Assistant
273 Personnel Assistant (Recruitment)
274 Personnel Assistant (Training)
275 Personnel Director
276 Personnel Manager
277 Personnel Officer
278 Senior Director, Staffing
279 Senior Personnel Officer
280 Training and Development Manager

Imports Exports

281 Imports & Exports Administrator - Manager
282 Receiving Manager

Information Technology and Web Personnel

283 Analyst - Programmer
284 Analyst Programmer
285 Business Analyst
286 Chief Information Officer (CIO)
287 Computer Programmer
288 Director of Information Technology
289 Information Systems Manager
290 IT Director
291 IT Manager
292 IT Project Coordinator
293 Network Administrator
294 Network Analyst
295 Network Support Analyst
296 Oracle DBA
297 PC Support Officer
298 Programmer
299 Service Delivery Manager
300 Software Design Manager
301 Software Developer
302 SQL Server DBA
303 Systems Analyst
304 Test Analyst
305 Test Manager (of Test Analysts)
306 Web Designer
307 Web Developer
308 Web Manager
309 Webmaster
310 Website Designer

Insurance

311 Actuary
312 Claims Clerk
313 Underwriter
314 Underwriting and Claims Manager
315 Underwriting Clerk
316 Underwriting Manager

Investment

317 Investment Manager
318 Stockbroker
319 Trader (Equities, FX, Futures, Bonds)

Legal Personnel

- 320 Assistant Solicitor
- 321 Fee Earner (Legal Firm)
- 322 Head of Legal Services
- 323 Information Officer - Librarian (Law Firm)
- 324 Law Librarian
- 325 Legal Cashier
- 326 Legal Executive
- 327 Legal Secretary
- 328 Paralegal
- 329 Principal Solicitor (Litigation)
- 330 Senior Legal Executive
- 331 Solicitor
- 332 Workgroup Supervisor

Leisure Industry

- 333 Golf Course Manager
- 334 Golf Course Supervisor
- 335 Golf Course -Greenkeeper
- 336 Leisure Centre Manager
- 337 Pool Attendant
- 338 Recreation Assistant

Library Services

- 339 Assistant Cataloguer
- 340 Assistant Librarian
- 341 Cataloguer
- 342 Graduate Trainee (Library)
- 343 Information Manager
- 344 Information Officer - Librarian (Law Firm)
- 345 Law Librarian
- 346 School Librarian
- 347 School Library Assistant
- 348 Systems Librarian

Maintenance

- 349 Caretaker
- 350 Maintenance Manager
- 351 Maintenance Supervisor
- 352 Maintenance Supervisor (2)
- 353 Maintenance Worker
- 354 Office Maintenance Worker

Managers

- 355 Business Manager
- 356 Contract Manager
- 357 Database Manager
- 358 Design Manager
- 359 Employee Relations Manager
- 360 Environmental Manager
- 361 Facilities Manager
- 362 Factory Manager
- 363 Farm Manager
- 364 Health & Safety Manager - Director
- 365 Health and Safety Manager
- 366 Helpdesk Manager
- 367 Manufacturing Manager
- 368 Member Services Manager
- 369 Nursery Manager
- 370 Office Manager
- 371 Organisational Development Manager

- 372 Plant Manager
- 373 Practice Manager (Medical, Health Sector)
- 374 Production Manager
- 375 Programme Manager
- 376 Quality Manager Director
- 377 Retail Manager
- 378 Safety Manager
- 379 Tax Manager
- 380 Trainer Training Manager

Manufacturing

- 381 Process Auditor
- 382 Product Technician
- 383 Production Planner
- 384 Production Supervisor
- 385 Repair Technician
- 386 Service Technician
- 387 Shift Coordinator
- 388 Technical Director
- 389 Technical Manager
- 390 Technical Services Manager
- 391 Technical Support Engineer

Marketing and Promotion

- 392 Brand Manager
- 393 Business Development Manager -Executive Director
- 394 Commercial Director
- 395 Customer Relations Manager
- 396 Customer Services Director
- 397 Director of Marketing
- 398 Events Coordinator
- 399 Market Researcher
- 400 Marketing Communications Manager
- 401 Marketing Manager
- 402 Press Officer
- 403 Press Officer (Private Sector)
- 404 Product Marketing Manager
- 405 Public Relations Account Executive
- 406 Public Relations Manager
- 407 Public Relations Officer
- 408 Publications Director
- 409 Publicity Executive
- 410 Sales & Marketing Director
- 411 Sales & Marketing Executive
- 412 Sales Promotion Account Executive

Partners

- 413 Partner

Property

- 414 Agricultural Auctioneer
- 415 Auctioneer - Valuer, Property
- 416 Estate Agent
- 417 Home Inspector

Publishing and Publicity

- 418 Commissioning Editor
- 419 Communications Executive
- 420 Desk Editor
- 421 Editor
- 422 Media Coordinator

- 423 Production Manager (Publishing)
- 424 Publications Administrator
- 425 Publicity Manager
- 426 Publishing Director
- 427 Sales Manager (Publishing)
- 428 Technical Author

Purchasing

- 429 Buyer
- 430 Materials Controller
- 431 Procurement Specialist
- 432 Purchasing Manager
- 433 Purchasing -Buying Manager -Executive
- 434 Stores Manager

Quality Control

- 435 Quality Checker
- 436 Quality Controller
- 437 Quality Manager
- 438 Quality Systems Analyst

Recruitment

- 439 Employment Specialist
- 440 Job Analyst
- 441 Job Evaluator
- 442 Personnel Assistant (Recruitment)
- 443 Recruitment Consultant
- 444 Recruitment Manager
- 445 Recruitment Officer
- 446 Senior Director, Staffing

Research and Development

- 447 Competitive Intelligence Manager version 2
- 448 Economist
- 449 Management Consultant
- 450 Management Consultant version 2
- 451 Manager, Competitive Intelligence
- 452 Product Development Manager
- 453 R and D Director
- 454 Research Manager
- 455 Researcher
- 456 Senior Economist
- 457 Statistician

Rural Landscape

- 458 Landscape Architect - Designer
- 459 Landscape Gardener
- 460 Landscape Manager
- 461 Rural Practice Surveyor
- 462 Urban General Practice Surveyor

Sales

- 463 Account Manager
- 464 Account Manager Sales Person
- 465 Area Sales Manager
- 466 Customer Services Engineer
- 467 National Accounts Manager
- 468 Regional Sales Director
- 469 Sales Administrator
- 470 Sales Director
- 471 Sales Executive

- 472 Sales Manager (Publishing)
- 473 Technical Sales Engineer
- 474 Technical Sales Manager
- 475 Telesales Executive

Scientific

- 476 Analytical Chemist
- 477 Animal Nutritionist
- 478 Archaeologist
- 479 Biologist
- 480 Chief Pharmacist
- 481 Geologist
- 482 Laboratory Technician
- 483 Landscape Scientist
- 484 Microbiologist
- 485 Pharmacist
- 486 Plant breeders, geneticists
- 487 Process Chemist
- 488 Soil Scientist

Tradesmen

- 489 Carpenter
- 490 Electrical Technician
- 491 Electrician
- 492 Gardener
- 493 Painter Decorator
- 494 Plasterer
- 495 Plumber

Training

- 496 Flight Instructor
- 497 Prisons Instructor - Tutor
- 498 Trainer Training Manager
- 499 Training and Development Manager

Transport

- 500 Car Fleet Manager
- 501 Chauffeur
- 502 Depot Manager
- 503 Fleet Manager
- 504 Garage Manager
- 505 Transport Manager

Position Contracts

- 506 Communication Director
- 507 Managing Director's Secretary
- 508 Personnel Director Position Contract
- 509 Personnel Director Position Contract No 2
- 510 Training Director Position Contract