

**ANALYSIS OF JOB OFFERS FOR ACCOUNTING-ASSOCIATED
JOBS IN WROCLAW WITH SPECIAL EMPHASIS ON OFFERS
PUBLISHED IN INTERNET SOURCES**

The paper includes analysis of Job offers related with accounting for Wroclaw with special emphasis on offers published in internet sources. In the article their statistical analysis was conducted and competences required for different positions connected with accounting were identified

Key words: Job offers, accounting, internet

Lower Silesia is one of the regions in Poland with the highly attractive for investors [Derlukiewicz 2010, s. 25]. It has a strong educative and scientific potential [Derlukiewicz 2010, s. 25]. It has possibilities of creating an innovative economy [Derlukiewicz 2010, s. 29] Therefore, Wrocław, as the capital of Lower Silesia, is the city that gives many employment opportunities for specialists of various fields.

One of the professional fields, requiring many specialist competences, is accounting. The goals of research presented in this paper are to present the job offers connected with accounting for Wrocław, to analyze it from statistical point of view, to establish the profiles for different jobs connected with accounting and to identify requirements connected with jobs in accounting.

The research included positions that were related with accounting. Offers, which were analyzed, were published at 13th of January 2012 in internet (7 portals) and local newspapers (2 newspapers) for Wrocław area. Internet sources included portals such as: monsterpolska.pl, jobexpress.pl, mypraca.pl, infopraca.pl, pracuj.pl, praca.gazetapraca.pl, wroclaw.gumtree.pl. Local newspapers included: Gazeta Wroclawska and local edition of Gazeta Wyborcza.

Research presentation, analysis and findings. The table 1 contains the information about sources of announcements, total number of job offers in each source, number of offers connected with accounting an accounting positions as percentage of total number of job offers.

Table 1. Sources of announcements, number of offers connected with accounting, total number of offers, percentage of accounting-related positions

Source of announcement	Number of offers connected with accounting	Total number of offers	Percentage of accounting job offers in total number of offers
monsterpolska.pl	2	139	1%
jobexpress.pl	0	0	
mypraca.pl	1	15	7%
infopraca.pl	2	88	2%
Gazeta Wroclawska	0	38	0%
Gazeta Wyborcza	1	42	2%
pracuj.pl	7	160	4%
wroclaw.gumtree.pl	2	12	17%
praca.gazetapraca.pl	0	37	0%
Total	15	531	3%

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

The figure 1 resents the graphics comparing total number of job offers for each source and number of accounting-related jobs.

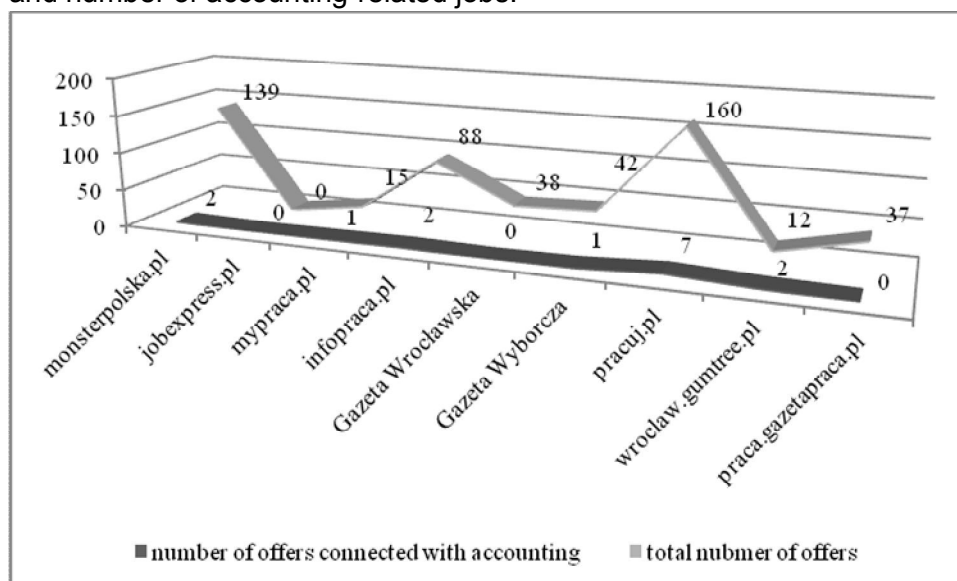


Fig. 1. Graphics comparing total number of job offers for each source and number of accounting-related jobs

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

As can be observed, some of the analyzed sources did not provide any job announcements the analyzed day. Some of sources did have some job announcements but none of them was connected with accounting. The biggest number of job announcements was offered by pracuj.pl (160 offers appeared there on 13th of January 2012) and monsterpolska.pl (138 job offers). The highest number of announcements related to job in accounting appeared in pracuj.pl. Total number of offers was 531 and number of accounting-related position offers was 15, which constituted 3%. The higher relation between number of accounting-related position offers and all offers was counted for wroclaw.gumtree.pl and equaled 17%.

Table 2. Number of offers connected with accounting and offers connected with accounting for each source as a percentage of total accounting-related job offers

Source of announcement	Number of offers connected with accounting	Percentage of accounting job offers in given source total number of offers connected with accounting
1	2	3
pracuj.pl	7	47%
infopraca.pl	2	13%
monsterpolska.pl	2	13%
wroclaw.gumtree.pl	2	13%
Gazeta Wyborcza	1	7%
mypraca.pl	1	7%
Gazeta Wroclawska	0	0%

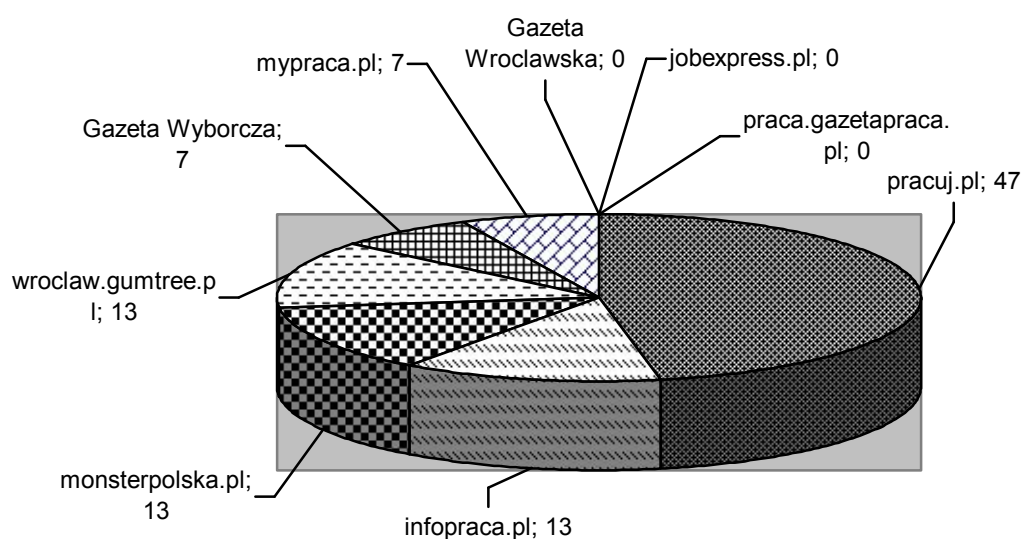


Fig. 2. Percentage of accounting-related job offers

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

The table 3 presents specification of accounting-related position offers. It includes the name of the position and the number of offers.

Table 3. Number of offers for each position

Position	Number of job offers
Accountant	2
Chief accountant	6
Accounting specialist	1
Tax and reporting specialist	1
Manager of controlling department	2
Financial controller	1
Credit controller	1
Other offers	516

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

As presented at the table 3, chief accountant was the position that employers mostly searched for (6 offers). Also, 2 managers of controlling department and accountants were searched for. There was only 1 offer for each of other accounting-related jobs such as credit controller, financial controller, tax and reporting specialist, accounting specialist.

Tables 4-9 present accounting-related job offers published in different sources. For each position required education, language skills and other requirements are specified.

Table 4. Accounting-related Job offers published at monsterpolska.pl portal

<i>Position</i>	<i>independent accountant</i>	<i>junior accountant with Swedish language</i>
Education	higher	higher
Language skills	English	Swedish, English
Other requirements	4-year experience (preferably in stock company), preparation of financial statement skill	MS Office acquaintance, communication skills, teamwork skills, analytical skills

Source: own preparation based on monsterpolska.pl (13.01.2012)

Table 5. Accounting-related Job offers published at mypraca.pl portal

<i>Position</i>	<i>credit controller</i>
Education	higher (law or economics)
Language skills	English
Other requirements	5-year experience, knowledge of financial and credit risk analysis, interpersonal and analytical skills

Source: own preparation based on mypraca.pl (13.01.2012)

Table 6. Accounting-related job offers published at infopraca.pl portal

<i>Position</i>	<i>independent accountant</i>
Education	bachelor
Language skills	not required
Other requirements	acquaintance with specialist computer software: RachmistrzGT, RewizorGT, GratyfikantGT, SubiektGT, knowledge of ZUS regulations and labour law

Source: own preparation based on infopraca.pl (13.01.2012)

Table 7. Accounting-related job offers published in Gazeta Wyborcza daily newspaper

Position	independent accountant
Education	not specified
Language skills	not required
Other requirements	Acquaintance with specialist computer software Probit, experience with bookkeeping of a service company

Source: own preparation based on Gazeta Wyborcza (13.01.2012)

Table 8. Accounting-related job offers published at wroclaw.gumtree.pl portal

<i>Position</i>	<i>chief accountant</i>	<i>accountant</i>
Education	not specified	not specified
Language skills	not required	English
Other requirements	experience, Professional knowledge, practice In accounting, knowledge on tourism, construction and transport, Acquaintance with specialist computer software: Probit, Rewizor, Symfonia	accounting of companies operating in United Kingdom

Source: own preparation based on wroclaw.gumtree.pl (13.01.2012)

Table 1. Accounting-related job offers published at pracuj.pl portal

Position	chief accountant	chief accountant	financial controller	manager of controlling department	manager of controlling department	tax and reporting specialist	accounting specialist
Education	higher (directed)	higher	not specified	higher, directed	higher, economics	higher, economics	minimum medium
Language skills	not required	not required	not required	English	English	not required	not required
Other requirements	very good acquaintance with Teta Software, minimum 5-years experience on the position of chief accountant, very good knowledge of accounting law, tax law, social insurance law experience in making financial statements (balance sheet, capital changes statement, Cash flow statement, additional information, , very good knowledge of ZUS regulations, license of Ministry of Finance for service bookkeeping, good acquaintance of MS Office , experience in management of small team, developed analytical skills, responsibility	certificate of accountant issued of Ministry of Finance or certified auditor title, minimum 5-years experience in independent conduction of bookkeeping of production company and management of small accounting team, knowledge of making consolidated financial statements, experience in Stock Exchange reporting, very good knowledge of tax law regulations and Polish and international accounting standards, knowledge of ERP software required, skill of working with MS office software with special emphasis on MS Excel, experience in implementation of ERP system software, reporting tools, experience in financial transformation or restructuring, skill of organizing own and team work	minimum 3-year experience at the position of financial auditor Or financial controller, advanced knowledge of Excel, experience in making managerial reports, knowledge of managerial accounting rules, board knowledge of bookkeeping, accounting and tax law analytical skills, skills of working under time pressure	minimum 3-years experience of work on similar position In production company, experience in team managing, knowledge of financing of enterprises, very good knowledge of Excel and SAP system software (controlling module), ACCA certificate, readiness for work journeys, readiness for relocation	minimum 4-tears experience In Job In controlling department, very good knowledge of Excel software, knowledge of ERP systems software, experience in team management, developer Communicatio ns skills and teamwork skills	3-4 years of experience of work AT similar position In production company with foreign capital Or 3-tears experience In international auditing company, rich knowledge on bookkeeping and taxes, very good knowledge of MS Office(Excel, Power-Point) software), fast learning skills, team working skills	minimum – years experience In department of accounting, team working skills, knowledge of Optima software

Source: own preparation based on pracuj.pl (13.01.2012)

As can be noticed, the requirements are specified in different ways. Therefore, the next parts of article will present the ordered information of requirements.

The table 10 presents specification of job competences. The requirements are blocked in the several segments of competences (first column) needed for accounting-related jobs. Education, language skills, experience, additional competences, acquaintance of computer software and additional skills are those segments. For each segment requirements are enumerated and specified. (in second column of table) For education different levels were specified: high education, medium education and also "not specified" option was included. For language skills options such as "English language skills", "other language skills" and "language skills not required" were enumerated. Experience segment was divided into 3 options: experience longer than 3 years, experience 1-2 years" and "experience not required" options. For additional competences formal certificates were enumerated : "ACCA title", "certified auditor title" and "not required option. Acquaintance of computer software was the next segment of needed competences. Options such as "specialist software" MS Office software and "not required" were enumerated. The last segment of competences included additional job requirements. This segment included skills such as: team working skills, work under time pressure, knowledge of legal regulations, preparation of financial statement analytical thinking skills. The third column of table presents the number of job offers for which defined competences are required. The last, fourth column, enumerates the positions for which given competences are needed.

Table 9. Requirements and accounting-related positions for which whose requirements are obligatory

Segment of competences	Specified requirements	Number of job offers	Positions
1	2	3	4
Education	high	9	accountant, chief accountant, manager of controlling department, tax and reporting specialist, credit controller
	medium	1	accounting specialist
	not specified	4	accountant, chief accountant, financial controller
Language skills	English	6	chief accountant, accountant, credit controller, manager of controlling department
	other	1 (Swedish)	accountant
	not required	8	chief accountant, financial controller, tax and reporting specialist, accounting specialist, credit controller
Experience	more than 3 years	8	chief accountant, credit controller, financial controller, manager of controlling department, tax and reporting specialist
	1-2 years	2	accounting specialist, chief accountant
	not required	4	accountant, chief accountant
Additional (formal) competences	ACCA	1	manager of controlling department
	certified accountant	1	chief accountant
	not required	12	accountant, chief accountant,

Table 10

1	2	3	4
Acquaintance of computer software	specialistic software	8	chief accountant, accounting specialist, manager of controlling department
	MS Office	7	tax and reporting specialist, manager of controlling department, accountant, chief accountant, financial controller
	not required	3	accountant, credit controller, chief accountant
Additional job requirements	teamwork	5	accountant, chief accountant, manager of controlling department, tax and reporting specialist
	work under time pressure	1	financial controller
	knowledge of legal regulations	5	chief accountant, tax and reporting specialist, manager of controlling department, financial controller, accountant
	analytical thinking skills	4	accountant, credit controller, chief accountant, financial controller
	preparation of financial statement	3	chief accountant

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

The graphic presentation on different competences and number of positions, for which those competences are required, is depicted at figure 4. For education, for 9 positions higher education is required. It is needed for accountant, chief accountant, manager of controlling department, tax and reporting specialist, and credit controller jobs, as announced in the offers. Medium education is declared to be required for 1 position (accounting specialist). For 4 positions education requirements are not specified (jobs such as: accountant, chief accountant, financial controller). Language skills are other important competence for many jobs that are related with accounting. English language is needed from candidates for 6 positions (jobs such as: chief accountant, accountant, credit controller, manager of controlling department). In one offers requirement for knowledge of other language is stated and it is the Swedish language for the one of the positions of accountants. In 8 jobs offers language skills are not required (chief accountant, financial controller, tax and reporting specialist, accounting specialist, credit controller positions). For 10 positions experience is needed. 8 of presented offers state that candidate should have more than 3 years practice (chief accountant, credit controller, financial controller, manager of controlling department, tax and reporting specialist). For 2 positions 1-2 years of experience is needed (accounting specialist, chief accountant). For 4 offers experience is not required (accountant, chief accountant). For additional, formal competences, ACCA certificate is required for 1 position (manager of controlling department) and certified auditor title is required for 1 job (chief accountant). For other offers they are not required (e.g. some positions of accountant and chief accountant). Acquaintance with computer software is generally needed. For 8 positions specific, specialist software knowledge is needed (chief accountant, accounting specialist, manager of con-

trolling department), for 7 positions MS Office software should be known (chief accountant, accounting specialist, manager of controlling department). For 3 positions the requirement of knowledge of software is not declared (accountant, credit controller, chief accountant). As additional job requirements, team working skills are needed at 5 announces positions (accountant, chief accountant, manager of controlling department, tax and reporting specialist), 1 job is connected with work under pressure (financial controller), 5 jobs are connected with the necessity of knowing legal regulations (chief accountant, tax and reporting specialist, manager of controlling department, financial controller, accountant), at 4 positions analytical thinking is indispensable (accountant, credit controller, chief accountant, financial controller), preparation of financial statement is declared to be needed for 3 position (chief accountant positions).

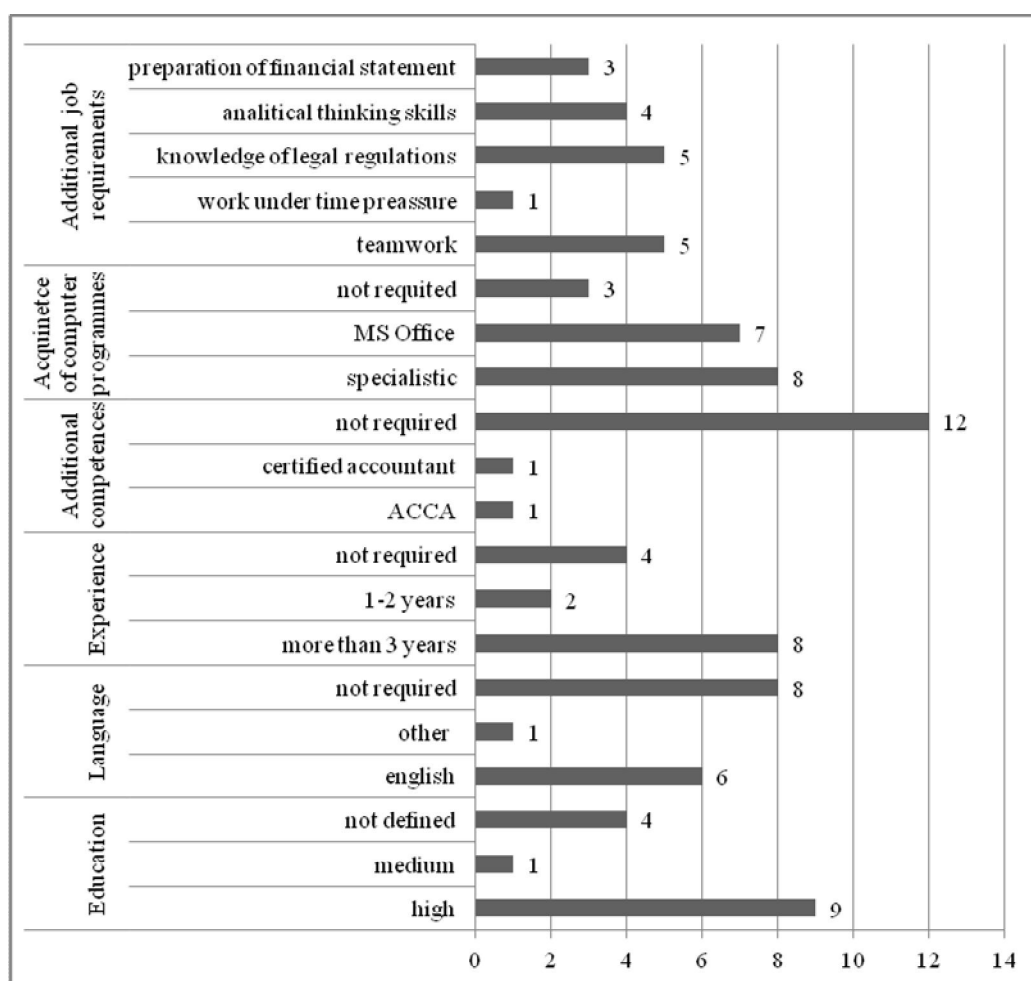


Fig. 3. Number of job offers where enumerated competences are required

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

Table 11 contains, for each position, most frequently required competences.

Table 10. Most frequent requirements for accounting-related positions

Position	Most frequent requirements
accountant	<ul style="list-style-type: none"> – higher education – knowledge of at least English language – knowledge of MS Office – teamwork skills – analytical thinking skills – knowledge of legal regulations
chief accountant	<ul style="list-style-type: none"> – higher education – knowledge of at least English language – MS Office – specialistic computer software – title of certified auditor – at least 3-years experience – teamwork skills – analytical thinking skills – financial statement preparation – knowledge of legal regulation
accounting specialist	<ul style="list-style-type: none"> – minimum medium education – minimum one year practice – special software
tax and reporting specialist	<ul style="list-style-type: none"> – higher education – knowledge of legal regulations – at least 3-years experience – knowledge of MS Office – teamwork skills
manager of controlling department	<ul style="list-style-type: none"> – higher education – knowledge of at least English language – knowledge of MS Office – specialistic computer software – at least 3-years experience – ACCA – knowledge of legal regulations – teamwork skills
financial controller	<ul style="list-style-type: none"> – knowledge of MS Office – work under time pressure – knowledge of legal regulations – analytical thinking skills
credit controller	<ul style="list-style-type: none"> – higher education – knowledge of at least English language – at least 3-years experience – analytical thinking skills

Source: own elaboration based on: [monsterpolska.pl (13th of January 2012), jobexpress.pl (13th of January 2012), mypraca.pl (13th of January 2012), infopraca.pl (13th of January 2012), Gazeta Wroclawska (13th of January 2012), Gazeta Wyborcza (13th of January 2012), pracuj.pl (13th of January 2012), praca.gazetapraca.pl (13th of January 2012), wroclaw.gumtree.pl (13th of January 2012)]

For the position of accountant, higher education, knowledge of at least English language, knowledge of MS Office, teamwork skills, analytical thinking skills, knowledge of legal regulations. Chief accountant should meet such requirements, as higher education, knowledge of at least English language, MS Office, specialist computer software, title of certified auditor, at least 3-years experience teamwork skills, analytical thinking skills, financial statement preparation, knowledge of legal regulation. For accounting specialist competences such as at least medium education, minimum one year practice, special software are needed. From tax and reporting specialist higher

education, knowledge of legal regulations, at least 3-years experience, knowledge of MS Office, teamwork skills are required. Manager of controlling department should have higher education, knowledge of at least English language, knowledge of MS Office, specialist computer software, at least 3-years experience, ACCA, knowledge of legal regulations, teamwork skills. Requirements for financial controller position are: knowledge of MS Office, Work under time pressure, knowledge of legal regulations, analytical thinking skills. For credit controller position competences such as: higher education, knowledge of at least English language, at least 3-years experience, analytical thinking skills, are needed.

Additional remarks

Internet is becoming very popular source of job-searching from one side and personnel-searching from other side. However, also local newspapers still offer job announcement services. Offers published in internet are often more easy to compare due to the fact that they are often put in the same format in one portal. However, still different employers, put their announcement in more or less concrete way. Moreover, some of them can suppose some information to be so obvious (like information of higher education or knowledge of accounting act) that they do not think it to be necessary to put it in the requirements for the job offer.

Nevertheless, in this article the attempt of making accounting-related positions profiles based on published job offers, have been made. The more common requirements for each position have been identified.

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