## Task Allocation template

|  |  |  |
| --- | --- | --- |
| ***Task*** | ***Skills/Qualifications Required*** | ***Who Will Do This in Your Business?*** |
| Accountancy and tax |  |  |
| Administration/Secretarial |  |  |
| Bookkeeping |  |  |
| Human resources |  |  |
| Legal |  |  |
| Marketing |  |  |