



Person Specification			
Post title	Accountant (career graded post)	Grade / Salary	Grade L - M / SCP 32 – 33 / SCP 34 - 35 £40,221 - £41,418 / £42,403 - £43,421 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Extensive relevant experience in a finance or accountancy role.	CV / I
S2	Understanding of public sector financial management requirements and current local government finance issues.	CV / I
S3	Experience of using Microsoft Office / Microsoft 365 / Microsoft Excel	CV / I
S4	Experience of managing other employees.	CV / I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Ability to communicate effectively including: <ul style="list-style-type: none"> Written correspondence and briefing notes; Oral communication skills; Good relationships with clients / customers. 	CV / I
Qualifications		
Q1	Part-Qualified in a Professional Accountancy Qualification (preferably CIPFA)	CV / I / C

October 2023





	While preference will be given to part-qualified candidates, in exceptional circumstances candidates who can instead demonstrate extensive relevant experience and who are currently enrolled as a student for a CCAB Accountancy qualification may be considered.	
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A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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