



Person Specification				
Post title		Finance Officer	Grade/ Salary	Grade G / H / J
Shortlisting Number	Criteria			Method of assessment
Skills, knowledge, experience				
S1	Relevant experience in a finance role			CV / I
S2	Understanding of public sector financial management requirements			CV / I
S3	Ability to understand, interpret and communicate financial information			CV / I
S4	Experience of using Microsoft Office / Microsoft 365 / Microsoft Excel			CV / I
S5	Experience of using Oracle Enterprise Resource Management.			CV / I
S6	Experience of supervising other colleagues.			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; andOral communication skills			CV / I
Qualifications				
Q1	AAT Qualified or currently studying towards Professional Accountancy qualification or relevant University Degree			CV / C



Knowsley Council

A = Application **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre
T = Test

Date	Approved by authorised manager	Designation
March 2024	Dan Barlow	Head of Finance

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.

