



Person Specification			
<b>Post title</b>	VAT Accountant	<b>Grade</b>	Grade L / £42,839 - £44,075 per annum Grade M / £45,091 - £46,142 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
<b>Skills, knowledge, experience</b>		
S1	Extensive experience of managing VAT issues in a finance or accountancy role.	CV/SS, I
S2	Understanding of public sector VAT requirements and current local government VAT issues.	CV/SS, I
S3	Experience of using Microsoft Office / Microsoft 365 / Microsoft Excel.	CV/SS, I
S4	Experience of managing other employees.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I
<b>Communication</b>		
C1	Ability to communicate effectively including: <ul style="list-style-type: none"> <li>• Written correspondence and briefing notes;</li> <li>• Oral communication skills;</li> <li>• Good relationships with clients / customers.</li> </ul>	CV/SS, I
<b>Qualifications</b>		
Q1	Part-Qualified in a Chartered Accountancy Qualification (preferably CIPFA)*  <i>*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.</i>	CV/SS, C

June 2025





Knowsley Council

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **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.

June 2025

