

FINANCE ASSISTANT SHORTLISTING MATRIX



Qualifications and Training	Essential	Desirable	Evidence	Score: 0 = little / no evidence 1 = some evidence 2 = clear evidence	Comments:
Education	5 A-C GCSE's or equivalent-including English and Maths	AAT or other finance qualification	A Certificates at Interview		
Professional Development	Evidence of sustained participation in CPD		A/I/R		
Experience	Essential	Desirable		Score: 0 = little / no evidence 1 = some evidence 2 = clear evidence	Comments:
Working within a finance team	Previous experience working in a similar role	2+ years' experience working in a similar role Knowledge of clerical procedures and office management systems	A/I/R		
Resources	Proficient in using accounting software Ability and knowledge to use Word, Excel effectively		A/I/R		

Knowledge, Skills and qualities	Essential	Desirable		Score: 0 = little / no evidence 1 = some evidence 2 = clear evidence	Comments:
Personal, interpersonal and communication skills	Data entry skills with attention to detail and accuracy Excellent communication skills Strong problem solving skills and the ability to build positive relationships Flexible and approachable Resilient under pressure-can work to deadlines Positive and energetic approach to work Committed to safeguarding and promoting the welfare of children, expecting all staff to share this commitment		A/I/R		

Total Score (out of 10) =

Has the candidate been short listed? Yes/No (delete as appropriate)

If Yes, apply for references at this stage.

Signed by Appointing Officer/s: Name:

Signature:

Date:

