



Person Specification			
<b>Post title</b>	Senior Revenues / Benefits / Financial Assessment Officer	<b>Grade</b>	H

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \*

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	Current experience of working in Revenues / Benefits / Financial Assessments with a detailed and indepth knowledge and understanding of data input systems relevant to Exchequer Services; Northgate (NEC)/Enterprise/ContrOcc	CV/SS, I
S2	Ability to demonstrate an up to date, in depth knowledge and understanding of legislation relevant to Exchequer Services. In particular Revenues & Benefits and the Care Act 2014 (Charging for Adult Social Care).	CV/SS, I
S3	An ability and willingness to work flexibly across all Council services in order to meet changing demands and support service improvement and efficiencies.	CV/SS, I
S4	Ability to self motivate, plan activities and projects and prioritise work to ensure that targets and deadlines are achieved.	CV/SS, I
S5	Understanding of Performance Monitoring in a Revenues / Benefits / Financial Assessment environment	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

June 2024





P2	Understanding of the principles of Data Protection and Data Security including the impact of data breaches on both the individual and the authority.	I
P3	Commitment to flexibility, willingness to work beyond normal 9-5 if necessary.	I
<b>Communication</b>		
C1	Ability to communicate effectively at all levels verbally and in writing.	CV/SS, I
C2	Commitment to flexibility, willingness to work beyond normal 9-5 if necessary.	CV/SS, I
<b>Qualifications</b>		
Q1	Professionally qualified, willing to study for IRRV technician or other relevant qualification or able to demonstrate an excellent level of technical knowledge gained in a Revenues & Benefits environment.	CV/SS, C

**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 2024

