



Person Specification			
Post title	Graduate Auditor	Grade	G / £31,067 - £32,654

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	Good project management skills	CV/SS
S2	Ability to understand and interpret information, and communicate it in a clear, coherent way	CV/SS, I
S3	Experience of using Microsoft Office / Microsoft 365 / Microsoft Excel	CV/SS, I
S4	An understanding of the challenges facing local government and their relevance to the role	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	An ability to manage your workload and ensure that your tasks are completed to a high quality and within required timescales	CV/SS, I
Communication		
C1	Good communication, influencing and facilitation skills.	CV/SS, I, P
Qualifications		
Q1	University Degree or equivalent, with a willingness to study towards a relevant finance-based qualification (e.g. AAT / Chartered Accountancy qualification)	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

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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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