



# Shortlisting Matrix

Qualifications & Training	Essential	Desireable	Evidence	Score*	Comments
Education	5 A-C GCSE's or equivalent - Including English & Maths	AAT or other finance qualification	A Certificates at interview		
Professional Development	Evidence sustained participation in CPD		A / I / R		

Experience	Essential	Desireable	Evidence	Score*	Comments
Working within a finance team	Previous experience woring 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 and Excel effectively		A / I / R		

\*0 = Little / No Evidence - 1 = Some Evidence - 2 = Clear Evidence



Knowledge, Skills & Qualities	Essential	Desireable	Evidence	Score*	Comments
Personal, interpersonal & communication skills	<p>Data entry skills with attention to detail and accuracy</p> <p>Excellent communication skills</p> <p>Strong problem solving skills and the ability to build positive relationships</p> <p>Flexible and approachable</p> <p>REsilient under pressure - can work to deadlines</p> <p>Positive and energetic approach to work</p> <p>Committed to safeguarding and promoting the welfare of children, expecting all staff to share this commitment</p>		A / I / R		

Total Score (out of 10): \_\_\_\_\_

Has the candidate been shortlisted? Yes  No

If yes, apply for references at this stage.

Signed by Appointing Officer/s: Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

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