

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/Tasks
<b>What educational background is required?</b> e.g. GCSE/degree level etc	GCSE Maths and English	✓		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is previous job experience necessary?</b> How many years? In what type of role? eg similar experience or responsibilities in FE/school	A finance or accountancy background for 2 years is desirable.  Teaching or training experience is not necessary.		✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Does the job require specialist knowledge or skills?</b> eg legislation, policy-making, supervisory experience, clerical skills	Advanced diploma in Accounting (level 3 AAT) qualification or equivalent is desirable but not essential.		✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge of the AAT or other accounting/finance qualifications is desirable		✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>What personal qualities are required?</b> Eg enthusiasm, initiative, team working skills	High credibility levels to represent the college at employer workplaces		✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strong people skills incorporating a patient and encouraging approach	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Presenting and communicating skills		✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Ability to self-organise	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Are there any unusual job requirements?</b> Eg evening/weekend duties, Governor liaison	A driving licence will be required	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Occasional evenings (3 or 4 times a year)		✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>