



This interview guide will help you to quickly identify which candidates should be on your shortlist. By asking these questions and assessing answers against the indicators provided will help you determine better which are the high performing candidates. This guide was prepared by our Head of Assessment Design, Claire Crisp (BSc, MSc, C. Psychol).

### Responsibilities

- Produce financial reports
- Execute internal expenses policy
- Support preparation of monthly/year end accounts
- Assist with budgeting and forecasting
- Process monthly payroll
- Process VAT returns

### Key Competencies Required

#### Primary

- Analytical Thinking
- Judgement and Decision Making

#### Secondary

- Written expression
- Attention to Detail
- Planning and Organising
- Building Relationships

### Interview Questions

Below are two questions which will help you identify and eliminate those candidates who do not possess the analytical thinking and judgement and decision-making skills required to be successful in a financial role. To support these questions, we've prepared a rating system to help you evaluate a candidates' answer.

**1** To assess Analytical Thinking

**"** Please give me an example of a piece of work that require you to analyse a significant amount of data. How did you approach this and what conclusions did you draw? **"**

**2** To assess Judgement and Decision Making

**"** Tell me about a time when you had to make a particularly important and difficult decision at work. How did you feel about take? **"**

### How to assess: Analytical Thinking

A suitable candidate will analyse information from a range of sources, quickly sorting that which is relevant and key from the irrelevant or trivial. They will link data and information together and draw appropriate inferences and conclusions.

Positive Behaviours	5	4	3	2	1	Negative Behaviours
Analyses information from a range of different sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Analyses a narrow range of data
Differentiates key data from the relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gets distracted by irrelevant data
Identifies key issues from the data available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Views the data as a whole; fails to identify key issues
Links relevant issues together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Views each piece of data as a separate element; misses connections and links
Draws valid inferences and meaning from data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Draws farfetched or unsupported conclusions from data

### How to assess: Judgement and Decision Making

A suitable candidate will weigh up relevant information and opens in order to make sound decisions. They will be confident decision makers even in difficult situations

Positive Behaviours	5	4	3	2	1	Negative Behaviours
Takes responsibility for making difficult decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abdicates responsibility for decision-making ; looks to others for guidance
Is confident about own judgement in difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is unsure or under confident about own judgement in difficult situations
Makes decisions by weighing up the facts and information available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Makes decisions based on gut feel; does not consider all the facts
Considers alternative courses of action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Makes a decision and sticks to it without considering alternatives