

Finance Officer		
EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<u>Qualifications:</u> Certificates to be presented at interview stage.	<u>Qualifications:</u> Certification to be presented. Training records of courses completed.	<u>Qualifications:</u> Evidence of stretch and challenge ie. Attending conferences, taking a lead in key projects, shadowing.
<u>Knowledge:</u> Tested at application and interview stage.	<u>Knowledge:</u> Screen shots to evidence work activity. Professional discussion around the wider housing service – recorded by manager.	<u>Knowledge:</u> Professional discussion with line manager about GDPR/information sharing. Create a summarised briefing document to present to a new member of staff.
<u>Experience:</u> Tested at application and interview stage.	<u>Experience:</u> Case study presented to evidence sensitive/confidential data handling. Training records and peer statement in coaching/supporting. Project records.	<u>Experience:</u> Evidence of shadowing and statement from colleague to evidence new skills acquired. Redacted example of a FOI request response.
<u>Skills:</u> Tested at application and interview stage.	<u>Skills:</u> Example of a project report completed.	<u>Skills:</u> Research report conducted making recommendations to a project or change board.

	Evidence of leading a presentation or putting together a training video. Peer/manager statement of evidence in explaining tasks. Case study in writing relating to competing priorities.	Statement/feedback from manager evidencing stretch and challenge on a project or problem.
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