

Accountant

This interview guide is intended to be used in conjunction with the Vervoe skills assessment. Where a candidate has scored Low - Medium on a skill, focus on asking more questions from that skill to gain deeper insight into their level of competency.

Assessment Score	HIGH MEDIUM LOW
Assessment Skills	Accountant, Interpersonal, Data Analysis, Financial Literacy

Competency/Skill	Candidate with this will display
Accountant	<ul style="list-style-type: none"> • Has relevant education and qualifications to practice as an accountant • Ability to manage multiple stakeholders • Excellent skills that enable them to communicate complex information concisely
Questions	
	How have you helped reduce costs for businesses in the past?
	How do you estimate bad debt?
	Describe your experience with different softwares. Which is your preferred and why?
Comments	

Competency/Skill	Candidate with this will display
Interpersonal	<ul style="list-style-type: none"> • Strong stakeholder management skills for internal and external parties • Can communicate effectively with individuals who don't understand finance • Ability to communicate unpopular information • Maintains positive relationships
Questions	
	How do you build relationships with internal or external clients?
	How do you simplify complex information for clients or internal stakeholders?
	Describe a time where you have had to relay an unpopular message to someone. How did you deliver thi and how was it received?
Comments	

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Competency/Skill	Candidate with this will display
Data Analysis	<ul style="list-style-type: none">Analyses financial data to make decisions in a companyUnderstands the story of numbers and what this means for organisations.
Questions	
	What tools or processes do you put in place to ensure the accuracy of your data?
	Describe a time where you have used financial data to make a change.
	Describe the trends that you have found from data when working with a client or in a business. What was the outcome from these trends?
Comments	

Competency/Skill	Candidate with this will display
Financial Literacy	<ul style="list-style-type: none">Displays competence with financial literacyKeeps updated with changes in the market and ensures they fully understand their role in such changes
Questions	
	What's the most challenging task you have had to complete as an accountant?
	Describe a recent change to the accounting industry and how you ensured you learnt this to serve your clients/the business?
	What finance blogs, publications, podcasts etc. do you regularly read or listen to?
Comments	