# Shortlisting questions for Assistant Accountant Apprentice Level 3

## Guidance for applicants

As part of your application, you will need to provide answers to some shortlisting questions.

Do not send this document as a separate attachment. You will answer these questions on the online application system.

Your answers to the shortlisting questions are the most important part of your application. They will be used in the shortlisting process to assess whether:

* you meet the essential requirements for the role set out in the person specification
* you should be offered an interview.

Before you start your application, please read our guidance on [completing the application form](https://www.brighton-hove.gov.uk/jobs/council-jobs/application-form-guidance) and [on answering shortlisting questions](https://www.brighton-hove.gov.uk/jobs/council-jobs/shortlisting-questions-guidance). These give important advice which will increase your chance of success in the shortlisting process.

These are the questions you will be asked in the online application for this role. Do not answer them on this document. Instead, add your answers in the boxes that will appear as you go through the online application process.

1. Please tell us how you meet the minimum requirements set out in the Related Education, Qualifications and Knowledge section of the Job Description?

2. Please tell us about a situation where you had to use Microsoft Office modules i.e. word, excel, outlook etc to carry out a project or complete a task and how these different packages were used in your example?

3. Please tell us about your experience of being part of a team what is important when you are part of a team.

4. What did you enjoy about your previous accounting/numerical qualification/experience and why would you like to progress this in this role?