# Person Specification

# Post: Accounts Apprentice

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| Education / Qualifications | * Mathematics GSCE or equivalent Pass * English GCSE or equivalent Pass | * Foundation Business Administration or AAT qualification | Application / interview |
| **Skills / Ability / Knowledge** | * Numerate and accurate * Experience with MS Office packages * Willingness to learn * Ability to work on own initiative | * Familiarity accounting packages | Application / interview |
| **Experience** | * Experience of working in an office environment. * Experience of customer facing / services role * Experience of working as part of a team | * Basic knowledge of business & accounting | Application / interview |
| Disposition | * Good customer service skills * Aware of the importance of confidentiality. * Attention to detail and focus on 100% accuracy | * Ability to present information and results clearly and accurately | Application / interview |
| **Physical** | * Presentable * Good general health and signed fit by Occupational Health to perform tasks as per the Job Description | N/A | Occupational Health |