# Person Specification

# Post: Accounts Apprentice

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| **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 |