

Finance Apprentice – Person Specification

Criteria		Criteria Assessed by:		
		App.	Int.	Refs.
Qualifications: a. 5 GCSEs including Maths and English Grade C or above	Essential			
Knowledge & Skills: a. Proven ability to use applications in Microsoft Office 365 b. Proficient in data entry c. Able to deal with queries and resolve on own initiative d. Able to carry out work of a confidential nature e. Good communication skills f. Ability to work in a pressurised environment	Essential Essential Essential Essential Essential Essential			
Attitudes and Values: a. A positive attitude to working with the Charity b. A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working c. A positive attitude towards training and development	Essential Essential Essential			