

Person Specification

Apprentice Finance Assistant

	Essential	Desirable
Qualifications, Knowledge and Skills	GCSE'S A*-C / 9-4 or equivalent (including English Language and Mathematics).	
Experience, Knowledge & Understanding	A good level of competency in IT systems including Microsoft Office.	
Skills & Abilities	- Ability to work with a wide range of people. - Ability to work as part of a proactive team as well as on your own initiative. - Ability to stay calm and controlled under pressure. - Good organisational skills.	
Personal Qualities & Attributes	- A commitment to the values and vision of Maltby Learning Trust. - Ability to form and maintain appropriate relationships and personal boundaries with young people. - Ability to communicate effectively and concisely both in verbal and written form.	
Commitment To	- Commitment to professional development and willingness to attend training courses. - Commitment to diversity and equality of opportunity in all working practices.	
Attendance	A good attendance record in current employment, (not including absences due to disability).	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***