

Person Specification

Post title	Finance Apprentice	Post ref	
Department	Finance Team		
Grade	6 months at Apprenticeship rate followed by National Minimum Wage rate (dependent on age) for the remainder of the Apprenticeship.		

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee Assessment
Communication	Application Form / Interview
Team Working	Application Form / Interview
Seeing the bigger picture	Application Form / Interview

Skills	Essential / Desirable	Assessment
Good communication skills both verbal and written	Essential	Interview
A meticulous approach to work with excellent attention to detail	Essential	Application Form / Interview
Good organisational skills with the ability to manage a range of tasks competing for attention	Essential	Application Form / Interview
To be able to work flexibly and adapt to changing requests and need	Essential	Application Form / Interview
Good interpersonal and customer service skills with a friendly nature	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Understanding the importance of GDPR and confidentiality	Essential	Application Form / Interview
Knowledge of Microsoft Office including word, excel, outlook and other windows-based packages	Essential	Application Form / Interview
A genuine interest in maths/accountancy and the ability to work with figures and numbers on a daily basis	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Some previous experience of being part of a team through sport, social activities or other interests.	Essential	Application Form / Interview
Ability to meet deadlines and targets in a pressured environment	Essential	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
GCSE Maths and English at grade 9-4 or equivalent (this is a mandatory requirement to undertake the apprenticeship)	Essential	Application Form / Certificates
A level 2 or 3 qualification in maths, accountancy or business	Desirable	Application Form / Certificates

Additional information / other requirements of the post
<p>You must work with your assessor to complete course work on time and to a high standard.</p> <p>You must conduct yourself in a safe and diligent manner, both in the workplace and at college and comply with health and safety policies and procedures.</p> <p>You will undertake a competency-based qualification to demonstrate you have the skills required to carry out the job. These are assessed by breaking down the contents of the jobs within your specific occupation into tasks called units of competences and will be measured through observations, assessments and witness testimony.</p>

Date produced / last amended
22 nd July 2025