**TRAINEE ACCOUNTS TECHNICIAN**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALITFICATIONS** | Excellent literacy and numeracy skills | AF/AC |
| **WORK EXPERIENCE** | Experience of:   * Undertaking administrative duties, preferably in a finance environment * Using SAP or other computerised Financial Management Systems | AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Ability to:   * Prioritise own workload * Work effectively on own initiative and as part of a team * Communicate effectively on financial issues at all levels * Analyse data and information * Prepare reports * Work accurately and demonstrate attention to details * Use computerised financial management information systems * Undertake a wide range of administrative duties in a professional manner * Demonstrate well developed IT skills using Microsoft Office Suite   Demonstrate commitment to safe working principles and practices associated with health and safety  Demonstrate commitment to the principles of diversity and equality | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Must be actively studying or willing to study for AAT qualification  Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates