**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/IAF/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 safetyDemonstrate commitment to the principles of diversity and equality | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/I |
| **OTHER** | Must be actively studying or willing to study for AAT qualificationMust be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/IAF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates