

Trust Finance Apprentice Person Specification

Requirement	Essential	Desirable
Qualification		<ul style="list-style-type: none"> GCSE 4-9 or Equivalent grade in Maths and English
Experience	<ul style="list-style-type: none"> Good level of competency in ICT (email, Word, Excel.) 	<ul style="list-style-type: none"> Relevant experience
Knowledge	<ul style="list-style-type: none"> Ability to monitor and evaluate information 	<ul style="list-style-type: none"> Knowledge or the study of business and finance
Skills	<ul style="list-style-type: none"> Interpersonal skills and the ability to work within a team environment Good organisational skills and the ability to prioritise in a busy office environment Ability to work under pressure and meet deadlines Ability to work independently and as part of a team Willingness to take responsibility 	<ul style="list-style-type: none"> Purchase ledger processing
Personal Qualities	<ul style="list-style-type: none"> Adaptable and flexible approach A well organised person able to manage time effectively, to prioritise and to meet deadlines Ability to build, support, motivate and work as part of a high performing team Able to use own initiative and enjoy attention to detail Open, honest and trustworthy 	