

Finance Apprentice - Person Specification

What are we looking for?		How will we check if you have it?
Experience	<ul style="list-style-type: none"> • Basic use of Microsoft Office suite products, especially Excel 	Application form, Interview
Knowledge, Skills and Aptitude	<ul style="list-style-type: none"> • Ability to work flexibly to ensure deadlines and timescales are met. 	Application form, Interview
	<ul style="list-style-type: none"> • Use of software packages / databases 	Application form, Interview
	<ul style="list-style-type: none"> • Can demonstrate they have studied for an accounting related qualification or are committed to do so 	Application form, Interview
	<ul style="list-style-type: none"> • Attention to detail 	Application form, Assessment Centre
	Ability to express yourself clearly verbally and in writing and an aptitude for figure work.	Application form, Test
	<ul style="list-style-type: none"> • Understanding, demonstrated in practice, of how diversity is important for an employer like Newlon. 	Application form, Interview

What are we looking for?		How will we check if you have it?
Core Competencies	<ul style="list-style-type: none"> • Having an understanding of the importance of accurate numeric and financial information 	Application form, Interview, Test
	<ul style="list-style-type: none"> • Clear verbal and written expression when communicating with others 	Application form, Interview, Test
	<ul style="list-style-type: none"> • Working in a systematic way, planning and allocating time and resources effectively 	Application form, Interview, Test
	<ul style="list-style-type: none"> • Developing and maintaining effective and co-operative working relationships with others and showing respect for all 	Application form, interview
	<ul style="list-style-type: none"> • Delivering an excellent service to internal and external customers 	Application form, interview
	<ul style="list-style-type: none"> • Working to a high standard and demonstrating commitment to achieving objectives 	Application form, interview