

## Finance Apprentice - Person Specification

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

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